Sporting Facilities User Guide

September 2012

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Key contacts

Purpose	Organisation	Contact phone
Emergency	Victoria Police	000
Fire	Metropolitan Fire Brigade	000
Accident / injury	Ambulance Victoria	000
Water supply	Yarra Valley Water	132 762
After hours emergency assistance	Maroondah City Council	1300 88 22 33

For assistance, Council's Sports and Community Liaison Officer is the primary contact from the Maroondah City Council. The Officer's full contact details are:

Phone: 9294 5719

Email. kirstie.dench@maroondah.vic.gov.au

1. COMMUNITY USE OF SPORT AND RECREATION FACILITIES

1.1 Introduction

1.1.1 Purpose

The purpose of the *Sporting Facilities User Guide "The Guide"* is to:

- Outline the processes undertaken by Maroondah City Council when allocating sports grounds and pavilions; and to,
- Clearly nominate the roles and responsibilities required of users of these facilities to manage and maintain sports facilities in a manner which ensures a safe environment for sporting club participants and the general community.

1.1.2 Background

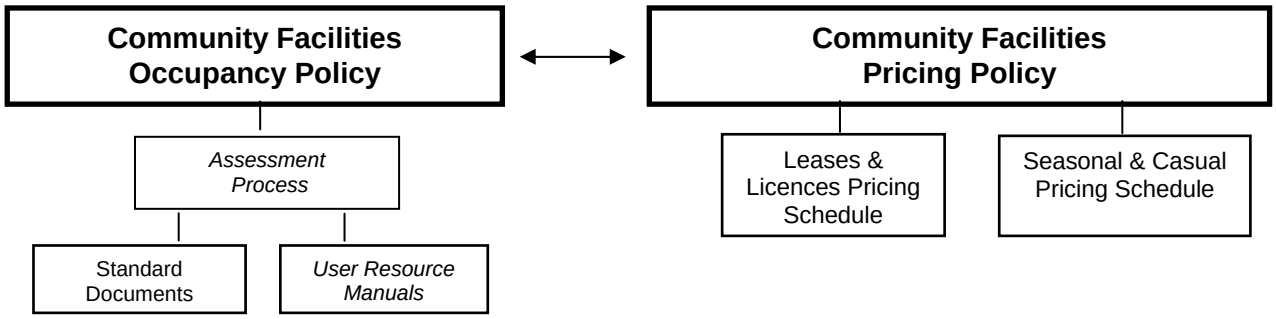
Maroondah City Council (Council) first adopted the *Charging Policy for Seasonal and Other User Bodies* in December 1995.

The document was subsequently updated in February 2001 to the *Fees and Charges Policy for Seasonal and Casual Use of Council Facilities*, with the aim of providing further information to seasonal and casual users on procedures for the hire of Council's sporting grounds and pavilions.

The *Sporting Facilities User Guide* has been developed following a comprehensive review of the use of sporting facilities within Maroondah, to better assist and guide the management of Council's 48 sporting ovals and 30 sporting pavilions.

The Guide takes into account the recommendations of a review of sports ground usage, which incorporates strategies to assist in preventing overuse of grounds, particularly during the winter season.

In 2010 a Community Facilities Pricing Policy and Community Facilities Occupancy Policy were endorsed by Council. They provide overarching frameworks that contain principles that guide the pricing and occupancy agreements for the use of Council owned community facilities, ensuring that a consistent and transparent approach is undertaken at all times.



1.1.3 Using this Document

The Guide is to be used as a reference document – clubs and other users of Council's seasonal sports facilities should refer to this document for information relating to what is expected of them and their responsibilities, as well as the role of Council and what users can expect from Council.

The Guide should be the first place users look to for information relating to all matters relevant to use of the facilities. It should give users a starting point to answer, 'What do I do when?', 'Who do I ask for?', 'Can I …?' and the like. Consulting this Guide first will give users a basic starting point to help them more efficiently deal with any matters that need to be addressed.

The Guide aims to be as practical as possible, providing forms, checklists and other information (included as Appendices). All forms referred to in this Guide are also available from Council's website; www.maroondah.vic.gov.au

The information in the Guide will be updated as Council Policies and Procedures change over time, so as to remain as up-to-date as possible.

1.1.4 Legal Framework

The Guide forms the terms and conditions upon which Council facilities are used and which users are bound to comply with.

It is important for users to fully read and understand all sections of The Guide, in particular their responsibilities under the use agreements.

Upon being formally granted use of a facility (for seasonal or casual use), the user group and all members, representatives, visitors and other users associated with the user group are

bound to the terms and conditions of The Guide. The Usage Agreement between Council and the user group is formed by the group's application, Council's letter of acceptance in response to the group's application and The Guide.

On occasion, Council may impose special conditions associated with an application for use of a facility. These extra conditions may reflect specific requirements or issues impacting the facility (such as ground hardness, or use for events). Any such conditions will be outlined in the letter of acceptance in response to the group's application – which the group will be required to sign. If there is any inconsistency between the special conditions and The Guide, then the special conditions as outlined in the letter of acceptance will prevail.

User groups are encouraged to seek their own advice regarding any concerns with the terms and conditions outlined in this Guide or Council's letter of acceptance. Council's Sports and Community Liaison Officer can also be contacted to discuss any specific queries or concerns.

It is hoped that, by clearly outlining Council's expectations of user groups, and the roles and responsibilities of Council, a strong working relationship will continue between Council and user groups. By achieving optimal use of sports facilities in an efficient manner, and provide a range of opportunities for residents to participate in sport and recreation.

1.1.5 Currency of Document

To ensure *The Guide* continues to be relevant for all users it is suggested that a comprehensive review be conducted of The Guide every three years. Amendments may also be made as required and posted on Council's website to ensure adherence is maintained to relevant legal, legislative and regulatory compliance standards, and in accordance with advice from Council's insurer. Any updated information will be provided to all relevant user groups.

1.1.6 Definitions

The following definitions apply throughout this document:

User groups; any sporting club, organisation, association, school or any other user of any sporting or recreational reserve, playing field or other sporting facility on either an annual, seasonal allocation, lease/license or casual basis;

Seasonal Use; any sporting club or organisation which has been granted a permit to use a sports field and/or pavilion over the duration of either a Summer or Winter sporting season;

Casual Use; any club, organisation, individual or school which has been granted a permit for 'one off' usage of a sports field.

Any reference to a Council Officer by title (eg. Manager Parks and Works, Sport and Community Liaison Officer etc) in The Guide means and includes both anyone acting in that position or other Council Officers nominated by Council to act for Council in the place of the Officer so named.

1.2 Objectives

The following objectives provide the framework for the establishment of an equitable and administratively efficient facility allocation system:

- Efficient and effective use of Council resources;
- Establishment of fair and equitable means for allocation of grounds and pavilions;
- Encouraging increased participation in sport;
- Ensuring the provision of match quality playing surfaces for community sporting competition;
- Promoting and encouraging positive user attitudes and a sense of responsibility towards facilities, including the safe and effective management of associated risk issues;
- Provision of a range of quality, accessible recreational and sporting facilities;
- Provision of a comprehensive and easy to understand seasonal and casual allocation process, which incorporates and details the various responsibilities and processes of Council, casual user groups and user groups.

1.3 Guidelines for the use and management of Council sports facilities

The following guiding principles for the allocation of sporting and recreational facilities have been adopted to assist Council in meeting the objectives of *The Guide*.

- *Council's Role in Sport;*
  Council is committed towards ensuring the provision of a range of sporting

opportunities for the general community. The benefit arising from these opportunities include an enhanced quality of life for the community, health and well-being aspects, social connectedness and community enjoyment.

- *Access to Sports Facilities*;
  Council will encourage greater involvement of user groups by effectively managing and implementing seasonal agreements for sports facilities and by clearly defining the relationship and obligations between itself as the owner or manager of a facility, and user groups through the conditions specified in the seasonal permit.

- *Efficiency and Cost*;
  The administration of seasonal charging and allocation system must be simple, as well as timely and cost efficient.

- *Encouraging Diverse Usage Within Facilities*;
  Council wishes to actively encourage the involvement of people from emerging culturally and linguistically diverse populations, people of all abilities and women participating in non-traditional female sports, whilst recognising the provision of existing agreements with user groups.

- Categories of Sports Facilities;
  A diverse range of sport playing fields and associated facilities should be available which best meet the different needs of user groups.
  It is important to grade playing fields and associated facilities so that playing surfaces and facilities match appropriate levels of organised competition. A hierarchy of three grades has been developed to categorise grounds.

- *Ground Allocation Agreements*;
  All user groups and casual users of Council's sports fields and facilities are required to complete a Seasonal or Casual Application Form, and must abide by the conditions within these agreements.

- *Charging for Sports Facilities*;
  Maintenance costs will form the basis of fees and charges for both casual and seasonal use. User groups will pay the appropriate costs for use of allocated facilities over the season.

1.4 Application for the use of sports facilities

All users of Council sporting facilities are required to complete a *Seasonal or Casual Application Form* when applying for allocations. These forms are provided in Appendix 1 and 2 or can be downloaded from Council's website; www.maroondah.vic.gov.au.

Application forms for seasonal use will be forwarded to existing user groups in January and July of each year.

Council approval will only be issued for the use of a sports facility if an application is made to Council within the required timeframes and meets all of Council's requirements.

Council reserves the right to withdraw the availability of a sports ground or public open space if it is seeking to protect the playing surface or if the area is deemed unfit for use (for example, due to maintenance works or due to poor weather conditions). Only facilities deemed suitable for use (ie. safe and appropriate surface condition) will be made available via the application process. Applicants will be notified if the facility they seek use of is not available for use.

Council allocates sporting grounds to meet the needs of individual clubs, schools and other users with consideration given to the standard of sport played, and the size, dimension and standard of the sporting grounds. It seeks to minimise potential overuse of sporting grounds by efficiently distributing facilities and eliminating inappropriate usages.

The following stages are involved in allocating the use of sports facilities (grounds and pavilions) to users:

Step One; Council will consider all applications for use of facilities. Council Officers may request further information from applicants. Applications for seasonal use are usually considered and responded to within four weeks whilst casual use applications are usually considered and responded to within two weeks.

Step Two; - Written notification will be provided regarding the outcome of the user group's application. These will be provided in March (for Winter season) and

September (for Summer season) for seasonal use. Successful applicants will be required to enter into an Agreement of Use for the period of use. This is made up of the group's application, Council's letter of acceptance and The Guide. Council may apply specific conditions to the approved use – these will be outlined in the letter of acceptance (which the group will be required to sign).

Step Three; Should an application for seasonal and/or casual use of a Council facility be successful, the user group is required to read The Guide (this document) and ensure they fully understand all obligations associated with usage. Clarification should be sought from Council regarding any element that is not fully understood.

Any requirements for the use of facilities other than standard sports match usage (ie. fireworks, community events) will require special consideration to determine the impact of the proposed use on the condition of the facilities. All exceptional uses will be considered by Council's Team Leader of Sportsfield Maintenance. Events that could potentially have a detrimental impact on a grounds playing surface may not be approved.

1.4.1 Seasonal use applications

Allocation of Council Facilities to user groups will be conducted on a seasonal basis (ie. Winter and Summer) each year, operating within the following dates:

Summer Season: 1st October – 7th March
(or end of fixtured season*)

Winter Season: 1st April – 7th September
(or end of fixtured season*)

*fixtured season does not include training for finals or finals matches

Use of facilities outside of the above dates will be considered on a case-by-case basis for those sports that do not align to these seasonal dates.

Applicants for seasonal use of facilities will only be considered from groups that are Incorporated under the Associations Incorporations Act, or under the auspices of an Incorporated group (refer Section 2.1) and provide proof of said Incorporation.

Any club or group making an application to Council for use of facilities may also be required to submit a copy of its previous seasons financial statements and information concerning the membership of the club, including number of teams fielded. This information provides Council with a broad understanding of the general operations and viability of the club and will be requested of new groups seeking the use of sports facilities.

1.4.2 Casual use applications

Casual or temporary usage of Council Facilities can be granted to individuals and groups for an agreed period of time between 9am and 4pm weekdays or on weekends outside the times allocated to user groups. This applies to schools, non-commercial, commercial and private users as well as other casual applicants (a non-commercial user is considered to be a person or organisation that puts the majority of the revenue back into the services it offers).

Approval will only be issued if an application is made in writing (via the standard form, 'Casual Application Form' (refer Appendix 2) at least ten working days prior to the proposed usage date (excluding Special Events).

Pavilions will not be made available to groups seeking casual use.

Contact Council's Sports and Community Liaison Officer should you require contact details for user groups.

A bond may be requested from new user groups or groups hosting large events. This will be advised by Council's Sports and Community Liaison Officer at the time of booking confirmation.

1.4.3 Schools use of sports grounds

The application process and use of sports grounds by schools is subject to the conditions outlined in The Guide. Schools will be regarded as casual users and should follow the same application process (outlines in Section 1.4.2), and will be subject to the same conditions, times of use, responsibilities etc.

1.4.4 Use of reserves under committee of management

Council has delegated management of four sports reserves to committees of management. In these instances the committees are responsible for allocating bookings of the facilities for casual use only. Casual booking requests are to be made to the committees directly, per the following contact details:

Reserve	Contact Person	Contact phone
A.C. Robertson Field – Athletics Track	John Walker	9870 3505
Cheong Park – Basketball Stadium	Bookings Officer	0420 331 885
Eastfield Park – (including Trotting Track)	Richard Shrimpton	9720 8838
Richard Silcock Reserve –Sports grounds	Greg Tulloch	9723 2873

Requests for seasonal use of these facilities should be made to Council's Sports and Community Liaison Officer.

Permission must be gained from the relevant committee of management for usage of a facility. Council's Sports and Community Liaison Officer **must also be contacted** to discuss any additional requirements (ie. waste management, additional permits required, temporary food permits etc).

1.4.5 Use of other public open space

In some cases Public Open Space may be utilised to host special events. This may include parkland and bushland reserves and specific infrastructure including the Ringwood Lake Sound Stage or a Skate or BMX facility.

Any event hosted in public open space requires written Council approval for its casual usage, the same as a sports reserve. Application for the use of any public open space is to follow the same procedure as sports reserves, outlined in Section 1.4.2.

Additionally, Council's Sports and Community Liaison Officer is to be contacted to discuss any requirements associated with the staging of the event (ie. waste management, additional permits required, temporary food permits etc).

This should occur 28 days prior to the proposed event date, however for larger events (fun runs, festivals / community celebrations, events requiring road closures, skate park events etc) a minimum of 3 months' notice is required.

1.4.6 Non-sporting use of sports facilities

Groups wishing to utilise fireworks at an event must apply to conduct a fireworks' display in accordance with Maroondah City Council's Fireworks Policy. Contact Council's Sports and Community Liaison Officer should you wish to conduct a fireworks' display.

Groups should also be aware of all relevant State and Federal Legislation relating to electrical safety, Occupational Health and Safety, Risk Management and Work Cover when hosting large events.

1.4.7 Use of pavilions by clubs in their off-season

Clubs wishing to use pavilions during their off-season / times that are not allocated to the group as a tenant are to be negotiated with the current user group. In the case of facilities that have a gym, Council requires user groups to undertake the following requirements before it will be satisfied of use by a club during it's off-season:

- The gym equipment is inaccessible to other users of the pavilion (ie. locked in a separate room);
- Members of a club in its off-season are permitted use of the gym by the current tenant and Council;
- The gym can be accessed separately to the rest of the pavilion – so users do not require access to other areas of the facility allocated to the user group/s;
- The club wanting access to the gym in its off-season has a public liability insurance policy that covers such activity, including off-season use; and,
- The club managing the gym has an Occupational Health and Safety policy in place and displayed in the gym which provides details on the safe use and storage of equipment including supervision to minimise the risk of injury.

1.4.8 Application for pre-season training and practice matches

Off-season user groups seeking the use of sports fields for pre-season training and matches prior to the date of allocation must firstly consult and negotiate use with all current user groups. Only once all clubs are agreeable, the club seeking pre-season use shall complete the Seasonal Application Form.

Use will only be permitted once the applicant receives written confirmation from Council's Sports and Community Liaison Officer.

Note: Due to user group finals commitments and other factors affecting playing surface conditions, pre-season training and practice match opportunities may be limited, particularly prior to the commencement of the Winter season. Council's Sports and Community Liaison Officer will endeavour to offer clubs other opportunities and alternatives if the requested facility is not available for use, where feasible, but access to sports grounds prior to season commencement cannot be guaranteed.

Access to pavilions will not be available until after the completion of the current user group's allocation or by agreement between clubs.

Finals matches for the current user groups will take priority over practice matches and pre-season training for off-season user groups.

1.4.9 Application for use for finals matches

User groups and/or associations must apply to Council's Sport and Community Liaison Officer to use sports grounds and / or pavilions for finals matches. An application for match use must be made 10 business days prior to the intended use by submitting a Seasonal Application Form.

User groups hosting large finals events (ie. football league finals) will also be required to submit a Season Application Form, and contact the Sports & Community Liaison Officer for assistance in completing an event management plan.

Pavilions will not be made available to external clubs and/or associations through Council. If the applicant clubs and/or associations require the use of the pavilion during finals, arrangements are to be made through the user groups.

1.4.10 Prioritising conflicting applications for use

Council Officers allocate Council sporting grounds and pavilions to local community groups to undertake a diverse range of sporting pursuits on a fair and equitable basis. Whilst Council Officers will endeavour to offer opportunities to all applicants for seasonal usage, there are times when the demand for facilities is greater than those available. When this occurs allocations are made in accordance with the following priorities (in order of priority):

1. Clubs based in Maroondah;
2. An applicant's previous history in using Council facilities;
3. An applicant's previous dealings with Council (ie. fees paid on time, cleanliness of pavilion, care of the sports ground and support of Council objectives);
4. An applicant's previous compliance with the terms of hire; and,
5. The suitability of the applicant's activity in relation to the requested facility.

2. FACILITY MANAGEMENT

2.1 Incorporation

All user groups must be Incorporated under the Associations Incorporations Act, or come under the auspices of an incorporated organisation.

Incorporation creates a legal identity for user groups separate from that of their members (ie. protects individuals from legal liability). For more information on how to become incorporated, groups should contact Consumer Affairs Victoria on 1300 55 81 81 or visit www.consumer.vic.gov.au

Use of facilities will not be granted to applicants that are not Incorporated.

2.2 Insurance

2.2.1 Property Insurance

Buildings owned by Council are fully insured by Council unless otherwise stated. Contents owned by Council are insured by Council.

Contents purchased or supplied by occupiers and not considered fixtures of the facility remain the property of the occupiers and are **NOT** insured by Council. Council **DOES NOT** insure property which is owned by others. Cash, consumable goods and sporting equipment kept on premises by occupiers are also **NOT** insured by Council.

Each user group is advised to obtain contents insurance to ensure protection of their investment in the event of loss, damage, theft etc.

2.2.2 Public Liability Insurance

Council holds its own Public Liability Insurance to cover its liability. The activities of independent bodies, publicly elected committees and sporting bodies etc. that occupy Council owned buildings are **NOT** protected by Council's Public Liability Insurance.

Each user group must hold its **OWN** Public Liability Insurance and must ensure that it remains current for the duration of the nominated term of use.

The insurance policy must be listed in the name of the user group and with an insurer approved by Council to a value of $10 million (minimum) in respect of any one single event (or such greater sum as the Council may reasonably require). A certificate of currency of insurance which evidences payment of the premium must be provided to Council not later than 14 days after the premium becomes due.

All hirers and sub-lessees are required to hold a Hall Hirers Public Liability Certificate for each and every hire.

Any user groups having the use of Council facilities with the right to hire out the facility to a third party (including functions held by members of a club that are not specific club functions ie. birthday celebrations) must comply with the Hall Hire Public Liability Insurance for Council owned facilities.

2.2.3 Indemnity and Hold Harmless (Release)

All users of Council facilities, whether on a seasonal or casual basis, expressly agree to indemnify and to keep indemnified and to also release and hold harmless Maroondah City Council, its Councillors, staff, servants and agents and each of them from and against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the seasonal or casual use of a Council facilities and/or in any other manner related to this User Guide.

2.3 Seasonal change over

To ensure a smooth change over from one season to another, Councils Sport & Community Liaison Officer will arrange a meeting between all user groups at the end of each season (late September / early October and late March / early April). The purpose of the meeting is to:

- Review the cleanliness and condition of the facilities before being occupied by the new user groups;

- Identify maintenance requirements caused, and requiring rectification by the incumbent user groups;
- Ensure that all keys are accounted for and signed over to the incoming seasonal user group; and to,
- Provide an opportunity to discuss any outstanding matters between user groups (eg. sorting out utilities charges).

A changeover report detailing these items must be completed and signed by all user groups and Council's Sport and Community Liaison Officer within the change-over period. The change over report will include items to be addressed by the current user groups.

2.4 Sub-letting of facilities

Whilst Council encourages multi-use of its facilities, no club shall sub-let or permit any other group, person or persons to occupy or use the allocated sports ground or pavilion on an ongoing basis without prior permission from Council. Ovals may not be sub-let by user groups.

If a group is looking to sub-let a pavilion (ie. for regular use; more than a one-off casual hire) contact Council's Sports and Community Liaison Officer. A Terms of Hire agreement will need to be developed if approval is given.

2.5 Communication between Council Officers and clubs

To ensure that efficient communication is maintained with Council during a clubs tenancy, Council requests that two key representatives are nominated as the Council Liaison contacts for the club (it is suggested these be committee office bearers such as the President and Secretary). These representatives will be the key contacts with Council Officers for all matters pertaining to the use of facilities. Council's Sports and Community Liaison Officer should be notified immediately of any change to the representative or contact details. It is suggested that the two contacts not be from the same household.

Council's Sports and Community Liaison Officer is responsible for overseeing the use of Council's sports facilities, and managing all user groups of these facilities. The Sports and Community Liaison Officer is the key Council contact for user groups. Most correspondence from Council (including updates on ground conditions, maintenance issues, tenancy issues

throughout the season, grants opportunities) will be sent via email so it is vital that both contacts have readily accessible internet access, in the case that some information is sent at short notice. It is expected that the club representatives will pass on all information to relevant club personnel.

It may be appropriate at times for user groups to liaise with other Council Officers as referenced throughout this document.

In raising issues of concern with Council, it is suggested that any matters be firstly raised with the club committee for consideration prior to being broached with Council. This will help to ensure efficiency is maintained in communication and that the requests / concerns reflect the views of the club as a whole.

2.6 Environmental considerations

User groups should attempt to minimise the impact of their operations on the environment at all opportunities. There are many areas in which user groups can reduce their impact on the environment. These include (but are not limited to) recycling, correct disposal of waste, and use of non-harmful line marking substances.

2.7 Water restrictions

Metropolitan Melbourne may be subject to water restrictions of varying limitations at times. For more information on the current status of water restrictions refer to Yarra Valley Water website at www.yvw.com.au or South East Water on www.southeastwater.com.au. Council and user groups must comply with all relevant restrictions and are encouraged to adopt the water conservation practices as outlined following.

2.7.1 Water conservation

There are various ways in which water can be conserved, from simple measures such as turning taps off properly, to shortening the duration of showers. Maroondah Council encourages all community and sporting user groups to conserve water within Council pavilions and facilities and encourages clubs to discuss their water saving initiatives with Council Officers.

Council should be advised as soon as possible with regards to: leaking taps, toilet cisterns and urinals so as they can be fixed by a licenced plumber to avoid wastage. Installing efficient showerheads and other water appliances with 'AAA' water ratings will dramatically reduce water usage amounts and should be considered, along with fitting flow restricting devices on showers. 'AAA dual-flush' toilet systems are also recommended. Clubs undertaking facility upgrade projects (ie. construction of new change rooms, kitchen upgrades) are required to install water saving devices and tap-ware as part of their project.

2.7.2 Eco-friendly products

The use of detergents, other cleaning agents, paints and chemicals should be appropriate to the task involved and must be disposed of correctly (ie. harmful substances should not be poured into drains or allowed to run-off into garden areas). Ideally non-toxic substitutes should be used.

2.7.3 Energy efficient appliances

Many appliances can be installed to reduce greenhouse gas emissions. When replacing old appliances, consider using more efficient models; for example, fit fluorescent or lower-wattage light globes as these not only reduce emissions but also energy costs.

Additionally, use appliances that have a high-energy rating and install them into efficient positions (e.g. keep fridges and freezers out of direct sunlight and away from sources of heat such as ovens). Only use appliances as required, fit timers and dimmers on lights and make a habit to switch off appliances after use.

Consider efficient ways of heating and cooling (ie. open / close windows before turning on appliances) and seek to avoid using the appliances where possible. Try to position such appliances to achieve the maximum effect possible and avoid obstructing appliances.

3. FINANCIAL MATTERS

3.1 Payment of fees

All fees charged to community groups are determined based on a substantial subsidy from Council (ie. calculated to recover a proportion of Council's recurrent maintenance expenditure). The determination of fees is outlined in the Seasonal and Casual Pricing Schedule (refer to Appendix 3 for a full copy of the Policy and Schedule). Casual use fees and those charged for events are calculated in the same way and also detailed in the Schedule.

Council issues a tax invoice to user groups in April and October of each year for Seasonal Use and within 30 days after any Casual Use. Payment of these fees is required by the due date on the tax invoice issued, to avoid formal collection processes.

Grounds will not be issued to user groups if there are outstanding fees owed to Council, without an existing repayment schedule and written agreement in place. The user group will also need to pay the full cost of debt collection required by Council and resolve accounts prior to any further applications for facility use being considered.

If a user group consistently has an outstanding debt to Council, a formal meeting with Council Officers will be scheduled. At this meeting the user group will be required to disclose full details of their current financial situation (including a full list of all debts owed, previous annual reports and an audited statement of accounts) for assessment. A written agreement for the repayment of the debt will then be drafted, to which the user group must strictly adhered to. Should the group fail to meet the stipulated repayment schedule, the matter will formally be referred to a Debt Collection agency.

Groups with outstanding debts will not be eligible to apply for Council's Funding Assistance for Community Groups (Third Third Third Grants, refer Section 7.1.2), or gain support for any external funding opportunities (ie. Sport and Recreation Victoria funding programs).

3.1.1 Utilities

User groups are required to pay for their use of utilities (telephone, electricity, water and gas) for the seasonal allocation period. These charges include the costs associated with floodlighting.

Where tenants share facilities, each user group will be responsible for their portion of the utility charges. The groups are required to coordinate the shared arrangement between them.

4. OPERATING / USING FACILITIES

This Section outlines the expectations and guidelines for the use of facilities according to various elements of operation.

4.1 Pavilion usage hours

User groups that occupy Council pavilions must comply with the following times of use:

Monday - Thursday	4.00 pm - 10.00 pm
Fridays	4.00 pm - 12.00 Midnight
Saturdays	8.00 am - 12.00 Midnight
Sundays	9.00 am - 11.30 pm

With the exclusion of only Metropolitan Melbourne Public Holidays, which include New Years Day, Australia Day, ANZAC Day, Good Friday, Easter Sunday, Easter Monday, Labour Day, Queen's Birthday, Melbourne Cup Day, Christmas Day and Boxing Day, where the following hours will apply;

Day Prior to Public Holiday	Normal Day Commencement Time until 12.00 Midnight
Day of Public Holiday	9.00am – 11.30pm

4.2 Responsible use of facilities

Users of Council facilities are required to comply with the requirements of Maroondah City Council's relevant Local Laws.

4.2.1 Noise and offensive behaviour

User groups must ensure that the level of sound coming from a sports ground or pavilion does not reach a level where it would interfere with the residents of surrounding properties. Where a function is being held, amplified music is not permitted (by Council's Local Law) within the following times:

- Mondays – Thursdays before 7am or after 10pm
- Fridays - before 7am or after 11pm
- Saturdays and Public Holidays - before 9am or after 11pm

- Sundays - before 9am or after 10pm

All user groups are requested to monitor the volume level of sirens, public address systems, starting guns etc for impact on surrounding users and residents. It is requested that user groups do not make prolonged use of such equipment so as to cause a nuisance to others. Noise levels must not exceed EPA guidelines.

User groups must also ensure that all individuals associated with them and their use of the facilities (players, spectators etc) behave in a way that would not be considered as causing offence to nearby residents or other members of the community (ie. slamming car doors, revving engines etc.). User groups are responsible for ensuring that their members, and members from visiting sides, do not create or are involved in any activity causing a disturbance (such as public urination, nudity, foul language etc.).

4.2.2 Resident privacy

User groups must respect local residents' right to privacy. This means that residents' property must not be damaged, altered or trespassed upon. This includes buildings, vehicles, gardens and fences. If damage should occur during the course of usage, user groups must immediately try to contact the resident concerned and arrange for the items replacement or repair. Should a resident be uncontactable, please contact Council's Sports and Community Liaison Officer for further assistance.

4.2.3 Sport ground floodlighting

Floodlighting must only be operated within the user groups nominated hours of use of the facility (outlined in Section 4.1). Floodlights must be turned off when training has finished which is to be no later than 9pm, unless prior written approval has been granted by Council (eg. for competition use). Approval for extended use will only be granted under special circumstances and where Council is confident there will be minimal impact to nearby residences.

The use of floodlights for night competition matches will be considered on a case-by-case basis and shall only occur where the level of lighting (lux) has been assessed by the sports association of the sport to be played and is deemed at an appropriate standard suitable for competition. The conduct of night matches shall comply with the set times of use of the facility as allocated to the user group/s.

The use of sports ground floodlighting for social functions is not permitted.

4.2.4 Vehicles

User groups must ensure that no vehicles (including those of visiting sporting groups) are driven onto the playing fields or grassed surrounds of Council's sporting grounds (unless formally demarcated). Vehicles are only permitted to park in the designated car parking areas of a venue according to parking restrictions. Cars must not block residents' driveways or be parked on private property without the consent of the owner.

4.2.5 Access to reserves

It is recognised that some clubs charge a 'gate' fee for entry to competition matches. An entry fee for match days is a voluntary payment and user groups cannot refuse entrance to patrons if the fee is not paid. In addition, user groups are not permitted to request an entrance fee or restrict access to local residents who are not accessing the reserve to watch the feature activity.

User groups that wish to restrict access fully or partly to a Council Reserve or access road through the installation of temporary barriers or fencing for the purpose of charging an entrance fee must submit to Council in writing for consideration, and provide the following information a minimum of 4 weeks in advance:

- A site map detailing the proposed location of the restrictions;
- Dates and times the restrictions will be in place;
- Details of the type of structures that will be used (ie. para webbing with star pickets and height of structures);
- Details on how the structures will be erected and secured ie. will they be free standing or tied to existing structures in the park;
- Details on who will be erecting and manning the structures. ie. club members or contractor; and,
- A copy of the applicant's Public Liability Insurance.

Additional to this user groups must prepare a Gate Management Plan for review and endorsement by Council. Which includes details of how the user group will ensure that

residents will have free and unvetted access to the reserve at all times, how the Club volunteers that operate the gates will be selected and trained, the times that the gates will be operational and how the user group will respond to residents who have complaints or concerns in relation to access to the reserve.

Once Council receives an application a site meeting will be coordinated. A risk and access assessment will be undertaken by Council to ensure that the use of temporary structures is safe and does not unduly restrict public access to the reserve.

4.2.6 Damage

Any damage (vandalism) beyond normal wear and tear will be identified by Council and repaired at the full cost of the user group. Should a user group not leave a facility or area of Public Open Space in the same condition as they found it, this may jeopardise return of any bond monies and any future facility bookings.

Council Officers will conduct pre and post inspections of all facilities utilised for large events.

4.3 Smoking in Council Facilities

In accordance with the Victorian Tobacco Act (1987) no person may smoke any tobacco products in a Council owned or managed building.

SMOKING PROHIBITED IN MUNICIPAL BUILDINGS

PENALTY: MAXIMUM $2,000

4.4 Selling Food

Groups using Council facilities must comply with the Victorian Food Act (1984). For further information regarding permits contact Councils Environmental Health Officers on 9294 5603.

4.4.1 Permanent canteens

User groups wishing to establish permanent canteens (ie. for seasonal use) must register with Maroondah Council's Public Health Unit. Registration fees are charged on an annual basis. If your sporting club shares a canteen for half the year with another sporting club, both clubs still need to register.

Environmental Health Officers can be contacted directly on 9294 5603 for details about premise requirements, Food Safety Programs, and Food Safety Supervisor's training requirements.

4.4.2 Temporary registrations

User groups can apply for a Certificate of Temporary Registration for up to 12 special events per year (such as a fundraising sausage sizzle or selling food and drinks to spectators). These certificates are specifically dated, and only allow groups to sell food on the nominated set dates.

Contact Maroondah City Council's Public Health Unit on 9294 5603 to obtain a copy of the Events Food Safety Program and the application form.

4.4.3 Catered events

Any catering groups brought in to provide food for a special event or function (i.e. coffee vans) must have a Certificate of Registration for the catering company – issued by the local council the company is based in. User groups should view proof of registration of this certification prior to the event to ensure the currency of the firm's registration. A copy of the catering companies Public Liability Insurance Certificate of Currency should also be viewed.

4.4.4 Commercial food operators

Any commercial food vendors invited by a user group to sell food and drink must provide evidence of Registration to both the user group and Councils Public Health Unit. Contact Council's Public Health Unit 9294 5603 for further details.

4.5 Liquor Licence and/or Permits

User groups using Council facilities are not permitted to sell or consume liquor without first obtaining the appropriate licences required by statutory law (Liquor Control Reform Act 1998). This includes 'bring your own' (BYO) liquor.

4.5.1 Application / amendments process

The type of liquor Licence or Permit your group requires will depend on the circumstances under which you operate, and the commercial objective you are pursuing. To determine the

type of Licence or Permit and the relevant application process required under the Liquor Control Reform Act 1998, your group should contact:

Consumer Affairs Victoria
Liquor Licensing
121 Exhibition Street
Melbourne 3000
Phone: 1300 55 81 81

User groups must contact Council seeking permission to sell and / or consume liquor at a sporting facility prior to making any application.

After your group determines the Licence or Permit you require, all groups using Council facilities that decide to apply, vary or amend a Licence or Permit must seek written consent of both the Council and the Committee of Management for the Reserve (if applicable) prior to applying through Liquor Licensing.

User groups are required to request consent from Council in writing through Council's;

Enforcement Officer
Maroondah City Council
PO Box 156
Ringwood 3134
Phone: 9298 4328

All requests from user groups must detail:

- Their proposed location;
- The proposed licence or permit type;
- The proposed consumption hours (see Section 4.5.2) for maximum consumption hours);
- The proposed licensee; and,
- If applicable, provide a copy of a letter of support from the reserve committee of management (refer Section 1.4.4 for a list of the committees of management and contact details).

4.5.2 Consumption hours

Even if a Liquor Licence / Permit is held, alcohol can only be consumed on Council facilities during the following days and times:

Monday to Thursday	5.00pm to 10.00pm
Friday	5.00pm to 12 Midnight
Saturday	12 noon to 12 Midnight
Sunday	11.00am to 8.00pm

The following special consumption hours apply to Metropolitan Melbourne Public Holidays, which include New Years Day, Australia Day, ANZAC Day, Good Friday, Easter Sunday, Easter Monday, Labour Day, Queen's Birthday, Melbourne Cup Day, Christmas Day and Boxing Day:

Day Prior to Public Holiday	Normal Day Commencement Time until 12.00 Midnight
Day of Public Holiday	11.00am – 8.00pm

If Council's hours of consumption over a public holiday exceed those of Liquor Licensing then the requirements of Liquor Licensing provisions apply.

4.5.3 Council requirements of liquor licence / permit holders

Council requires the following of those holding a liquor license:

- Compliance with all conditions of Liquor Licensing in obtaining, applying for, varying, transferring, renewing or surrendering a Liquor Licence or Permit;
- Acceptance of responsibility for, and maintenance of good order and behaviour of persons attending the premises during the permit use;
- Ensure the premises and surrounding areas are left in a clean and tidy condition; and,
- Ensure that no alcohol is served while junior sport / activities are conducted on or within the facility.

4.5.4 Good Sports Accreditation Program

The Good Sports Accreditation Program is a national initiative of the Australian Drug Foundation (ADF) that has been developed to help sporting clubs adopt responsible

practices around alcohol consumption and set a leading example in the community. In particular, the program aims to:

- Reduce alcohol and other drug problems;
- Increase the viability of sporting clubs; and,
- Improve the range and quality of sports options available within the community.

Good Sports accredited clubs have the advantage of displaying the Good Sports logo upon gaining accreditation. The logo is recognised amongst the community and by Council as a club environment that demonstrates to its members and the community that it promotes a responsible attitude towards alcohol and provides a safe environment for players, families and supporters.

For further information visit www.goodsports.com.au or contact Council's Sports and Community Liaison Officer.

4.6 Gambling

No gambling or the installation of gaming equipment on Council owned or managed land is permitted unless prior permission has been obtained from Council. Any user group seeking to install gaming equipment must seek the consent of Council before applying for any licence under the Gaming Machine Control Act 1991 or any amendment thereof. Council may withhold its consent or give consent subject to terms and conditions.

4.7 Advertising / Signage

4.7.1 Signage at Council reserves

Sponsorship signage may be displayed at the following Council recreation reserves (in accordance with Maroondah Planning Scheme Amendment C65 – Appendix 4) that provide a 'home ground' for organised team sports, including football, cricket, soccer, lawn bowls and tennis. No sponsorship signs to be visible from outside the demised premises.

Any proposed signage to the following reserves must comply with the Maroondah Planning Scheme Amendment C65 (Appendix 4):

Ainslie Park	Croydon Park	Heathmont Reserve	Peter Vergers Reserve
Barngeong Reserve	Dorset Park	Hughes Park	Proclamation Park
Belmont Park	East Ringwood Reserve	Jubilee Park	Quambee Reserve
Cheong Park	Griff Hunt Reserve	Lipscombe Park	Silcock Reserve
Croydon Bowls Club	HE Parker Reserve	North Ringwood Reserve	Town Park

For further details and to make an application to erect a sign on a Council Reserve (including any signage fastened to oval fencing) contact Council's Planning Department on 9298 4441.

4.7.2 Frontage/driveway signage

User groups are required to ensure when placing signs on the frontage or driveway of a reserve the following requirements are adhered to;

- Nothing on or obscuring Council signs;
- No signs are to block sightlines in and out of the reserve;
- No illuminated signage;
- Signs are not to be placed on or blocking structures (i.e. pits/drains/gates)

4.7.3 Temporary advertising signage

An opportunity exists for user groups to advertise a one off function at available sites located around the municipality. Signs are to be supplied by the user group with a maximum of two sites permitted per organisation/event in any calendar year. User groups are required to complete a Temporary Advertising Sign Application Permit (refer to appendix 5). For more information please contact Local Laws Department on 9294 5653.

4.7.4 Other signage

Contact Council's Planning Department on 9298 4441 for further information on what signage is permitted within the municipality.

4.8 SunSmart

All users of Maroondah sports grounds should encourage Sun Smart behaviour and should consider implementing the following strategies:

- Develop sun protective uniforms or encourage the use of appropriate personal clothing and hats whilst taking part in activity;
- Encourage the use of sunscreen by players, officials and spectators at all times;
- Provision of shade (if erecting portable shade structures refer to Section 6.1.9);
- Scheduling events where possible to avoid the peak ultraviolet radiation or 'UV' periods of the day.

4.9 Health and Safety

User groups utilising Council facilities need to ensure that the safety of users and their guests is maintained at all times. This includes ensuring that activities undertaken are not dangerous or likely to cause harm. The following is provided as a guide to addressing the most common health and safety considerations.

4.9.1 Emergency fire fighting equipment

Council provides and maintains emergency equipment such as fire hoses and fire extinguishers at its facilities. This equipment is checked and serviced twice yearly by Council contractors to ensure it is fit for use. User groups should not interfere with this equipment, and must ensure that fire extinguishers remain in their designated locations or on their stand at all times. The cost for repair or replacement of such equipment caused by inappropriate use by the user group/s shall be borne by the user group/s.

If a fire occurs within a Council facility, the Fire Brigade must be notified immediately and before anyone attempts to fight the fire. User groups should only attempt to fight a fire with the equipment provided, and if it is safe to do so. As a general guide, if a fire cannot be extinguished with a single extinguisher within 30 seconds, then evacuation is necessary.

User groups must notify Council as soon as possible if an emergency occurs. Council should also be notified if fire-fighting equipment is used, particularly if an extinguisher requires refilling.

4.9.2 Fire preparation

Victoria has adopted the nationally agreed Fire Danger Rating scale to help communities understand information about fire danger. This scale recognises the significant increase in

severe bushfire conditions over the past decade and the subsequent greater level of danger to the community.

Fire Danger Ratings will be a feature of weather forecasts and alerts the community to actions that should be taken in preparation for, and on days of high fire danger. Warnings will be notified in newspapers, broadcast on radio, television and on websites.

All user groups of Council owned facilities should consider what plans they need to make to deal with these days when they occur.

It is the responsibility of the user groups to ensure that a Fire Plan is in place for the groups and their members / participants and all associated visitors etc.

Some of the issues to consider when making a Fire Plan include:

- Contact and co-ordination of users on the day;
- How to manage planned events / activities on the day;
- Managing leasing arrangements to third parties; and,
- Maintenance of building and grounds during the summer period.

Please be aware that no Council owned building within Maroondah has been designated to be a Neighbourhood Safer Place. Council has identified two Neighbourhood Safer Places against the CFA's Fire Rating Criteria:

- Croydon Oval, Hewish Road Croydon (Mel Ref 50 K3)
- Dorset Recreation Reserve, off Dorset Road Croydon (Mel Ref 51 A6)

4.9.3 Emergency evacuation of a facility

All user groups should have an emergency evacuation plan in place including designated wardens to guide evacuation in an emergency and a nominated safe evacuation point.

User groups are responsible for the safe and orderly evacuation of all people from a facility if an emergency situation occurs. This includes:

- Being aware of all exits and exit paths within the building and ensuring that these are kept clear and fully accessible;
- Determining the exact nature and location of the emergency (eg. fire, gas leak, bomb threat);
- Guiding evacuation of users and their guests in a calm and orderly manner;
- Searching all areas of the building (if safe to do so) to ensure all persons are evacuated; and,
- Reporting the incident to emergency authorities.

User groups should only re-enter a building once they are authorised by emergency authorities that it is safe to do so.

The list of 'Key Contacts' at the front of this Guide provides the main emergency contacts. An up-to-date list of emergency contacts should be prominently displayed by clubs at the facility.

4.9.4 Standard incident report forms

User groups should maintain a supply of Incident Report Forms, should they be required to note the details of either a major, minor or medical incident (refer Appendix 6) or download from www.maroondah.vic.gov.au). A copy of this form should be forwarded to Council's Sports and Community Liaison Officer should any incident occur for Council's records and to action any follow up maintenance.

4.9.5 Extreme heat days

Maroondah City Council's Heatwave Plan identifies and outlines procedures to raise awareness of the risks relating to severe hot weather and what preparations can reasonably be undertaken to reduce the impacts of those risks.

The Plan outlines strategies for communicating heatwave messages to the Maroondah community and implementing strategies aimed at reducing the risk of heat exposure to its staff and vulnerable clients.

Each user group should have a plan for the management of patrons' safety in the event of extremely hot weather. Most sports associations and peak bodies have policies for these events and should be consulted. In the absence of such a policy, Council's Heatwave Plan can be used. Contact Sports and Community Liaison Officer for assistance.

4.9.6 Electrical Safety

User groups are responsible for the following;

- Ensuring that all electrical equipment purchased meets Australian Standards;
- Ensuring that all electrical appliances in their facility are maintained as per Manufacturers recommendations and Australian Standards;
- Ensuring that all contractors engaged by user groups and external users of electrical equipment on Council property only use equipment that meets Australian Standard and that has been tested and maintained according to standard;
- Ensuring that all electrical appliances are tested and tagged by a qualified tester;
- Ensuring that electrical appliances are set up correctly and used safely;
- Visually inspecting electrical equipment/ appliances prior to use;

Checklist templates can be provided by Council upon request;

4.9.7 Hazardous Substances and Dangerous Goods

User groups are responsible for the following;

- Ensuring that all Dangerous Goods and/or Hazardous Substances stored in the facility are recorded in a central register
- Undertaking a hazard identification, risk assessment and risk control of hazardous substances and dangerous goods under their control

- Ensuring those who purchase, use, handle, or store hazardous substances and/or dangerous goods are provided with appropriate training, instruction and supervision as specified under the respective regulations
- Maintaining a current MSDS file which is readily available to all persons upon request and which will be kept in the area where the substances are utilised
- Establishing an inspection program for storage areas and implementing appropriate emergency response plans as required by the respective regulations
- Advising the appropriate fire fighting authority of any potentially hazardous substances in the event of a fire
- Ensuring that all Contractors engaged by the organisation:
    - Provide the organisation with a MSDS for any hazardous substance and/or dangerous good they are required to bring on to Maroondah City Council sites
    - Properly label any dangerous goods and/or hazardous substances they bring on site
    - Adhere to safety instructions contained in MSDSs regarding the use, storage and handling of hazardous substances and dangerous goods
    - Remove all dangerous goods and/or hazardous substances from the site once their work is complete

Checklist templates can be provided by Council upon request

4.10 Risk management

Risk Management is the systematic application of management practices, policies and processes to effectively deal with risk. Maroondah City Council and user groups have a responsibility to manage the risks associated with the provision of sporting activities for the broader community. Whilst Council has risk management processes, and regularly audits grounds and facilities to identify hazards, it is also prudent for user groups to have a Risk Management Plan and a broad understanding of the risks associated with their groups / sports activities. Learning to manage these risks effectively enables a Group's Officials, Officer Bearers and Volunteers to improve their operations, and make informed decisions on issues that affect the safety of their players, coaches, volunteers and other reserve users.

The key elements of Risk Management include:

- Establishing the context
- Identifying Risk
- Analysing Risk

- Evaluating Risk
- Treating / Actioning Risk
- Monitoring / Reviewing
- Communicate and consult

In most cases the peak representative body of the sport has resources and templates, and can provide support to clubs with risk planning and management.

4.10.1 Auditing of sporting surfaces and surrounds

Each year Council undertakes three independent assessment audits of all Maroondah sporting ovals. These include:

- An annual audit of playing surfaces – during these audits information (such as ground hardness / softness, cracking, surface coverage etc) is gathered to determine the general conditions of the playing surface and to identify any inherent hazards that require attention (ie. exposed sprinkler heads, pot holes / ruts in the playing surface).
- In addition, two (one each season) audits of playing field surrounds and infrastructure (ie. fencing, coaches boxes, batting cages, sportsfield lighting etc) is undertaken for hazard identification.

Results of these audits will be reported to the responsible party (Council's Parks and Works Department or the user groups), with a timeframe for rectification of nominated works.

Relevant sporting clubs and associations that play in high impact sports are informed of playing fields that rate high in surface hardness / slipperiness for their player safety management. Where a playing surface is deemed to be potentially risky to player safety (ie. above the recommended hardness standard, or too wet / slippery) the user groups may continue to use the facility on the condition of signing a waiver nominating their decision to use the hard / soft ground. Council will endeavour to work with affected clubs and associations that choose to temporarily cease using grounds that have an excessive hardness / softness rating by seeking a suitable alternative. There are however, no guarantees of reallocation of grounds due to demand and limited options.

In the extreme case that a ground is deemed unfit for use and a potential safety risk to users, Council may decide to close the ground for use. This decision will be made by Tuesday to

allow sufficient time to find an alternative. Council will work with the affected user group/s to find the best possible alternative so as competition is not compromised.

4.10.2 Club ground inspection checklists

All grounds are inspected for playing condition and safety on a weekly basis as part of Council's operational maintenance program. Any issues noted during these inspections are reported and actioned accordingly.

Clubs are required to conduct a weekly ground inspection to assess playing surface conditions in accordance with their relevant league / association's ground inspection checklists prior to matches commencing.

Any ground maintenance issues identified through the club's inspection (ie. pothole in playing surface, exposed sprinkler head etc) are to be reported on the Sports Ground Maintenance Request Sheet (Appendix 7) and faxed through to Council Depot on 9723 7009. Items seeking immediate repair after Council's standard business hours should be referred to Council's After Hours Emergency Assistance on 1300 88 22 33.

The process for addressing matters is outlined following:

Sports Ground Maintenance Request Process

Inspection Process

Clubs- All clubs are required to conduct a weekly ground inspection and assess playing surface conditions in accordance with their relevant league/association's match day inspection checklist

Council – As part of Council's operational maintenance program, all grounds are inspected on a weekly basis by Council's Grounds Maintenance staff.

Are there any maintenance issues to report?

Yes

No

Process for Reporting Issues

Clubs- If an issue is found (ie. exposed sprinkler heads, holes), Clubs are required to fax the *SPORTS GROUND MAINTENANCE REQUEST SHEET* to Council's Depot (fax: 9723 7009) by midday Wednesday. Sheets are then forwarded to Council's Team Leader Sportsfield Maintenance. Where possible Council's Grounds Maintenance staff will undertake the required maintenance works prior to the next weekend.

Council – If Council's Grounds Maintenance staff discover any issues whilst conducting regular ground inspections, where possible these items will the actioned as soon as is feasible.

Clubs and Council continue to monitor ground conditions

Can works be undertaken to resolve the issue prior to the next match day?

Yes

No

Process for Undertaking Maintenance Works

Council's grounds Maintenance staff will undertake required works and where applicable, Council's Sports and Community Liaison Officer will advise on any further matters or issues to note as part of rectification works (eg. clubs may be required to modify or vary training practices)

Site Meeting – A site meeting between the Club, relevant sporting association and Council Officers will be organised as soon as is feasible to discuss the maintenance issue. A decision will then be made determining whether to close the ground or options for varied usage may be discussed.

Any ground that is either closed or has ongoing maintenance issues identified will be closely monitored throughout the season. Where a ground has been closed, Council will advise both the Club and relevant association as soon as it again becomes fit for use.

4.10.3 Special events

Special events include any purpose for use outside of the clubs normal activities and/or times of use as allocated under the clubs tenancy. Special events include (but are not limited to) family fun days, car boot sales and charity matches played outside allocated tenancy times.

Refer to Section 1.4.5 for conditions around hosting special events and contact Council's Sports and Community Liaison Officer for further information.

4.10.4 Storage

All equipment must be kept in designated storage areas. Storage of equipment in toilets and showers or across doorways and access passages is not permitted and can present a health and safety risk.

Any hazardous items (ie. cleaning products, gas bottles etc) must be stored correctly and in a safe and secure place, away from general public access and out of reach of children. All cleaning chemicals should be locked in a secure cupboard.

Food items and alcohol must also be stored appropriately and in accordance with a Club's Food Safety Plan (separately from food).

Where there is more than one club using a pavilion, storage space is to be shared, and negotiated and agreed upon by the clubs.

Clubs are responsible for the removal of all club-owned equipment from the pavilion at the conclusion of each season, except where an agreed arrangement is in place between co-user groups.

The installation, or arrangement of additional storage space at facilities (whether it be temporary or permanent) **must not** be undertaken without prior approval from Council in writing.

4.11 Security and locks

User groups are responsible for the security of pavilions during their tenancy and will be liable for the cost of missing padlocks and keys.

User groups must use the Council locks provided and allow access to the premises by authorised Council Officers at all times.

Clubs **must not change any lock or security device.**

4.11.1 Key allocation

User groups are issued with (and required to sign-off on - refer to Appendix 10) an allocation of keys at the beginning of each season for which they are responsible throughout the period of the groups tenancy. The user group/s will be responsible for maintaining a register of keys distributed to members throughout their tenancy season.

Should user groups request additional or replacement keys, the request will be forwarded to Councils Sport & Community Liaison Officer for consideration. The cost of additional and replacement key cuts will be charged to the user group/s requesting them.

Under no circumstances are keys to be loaned to any other club, organisation, school or person without Council's prior permission.

Any loss of keys should be reported to Council's Sports and Community Liaison Officer immediately. The responsible user group/s will be charged the full costs associated with re-keying the whole facility in the event of any keys being stolen, or other events that will compromise the security of the pavilion.

Council advises that no keys be left on public display within pavilions (other than 'L' padlock keys that are required for emergency access to grounds), and keys given to club coaches, committee members and officials are not to be tagged identifying them with the facility.

4.12 Cleaning

Council pavilions and surrounds must be cleaned-up after each use and maintenance issues must be kept up-to-date.

It is the responsibility of all clubs using Council facilities to leave pavilions, toilets and grounds in a clean and tidy condition immediately after EACH use, and to ensure that the facilities are securely locked before leaving to prevent damage or abuse to the facilities.

Pavilion cleanliness will be monitored by Council Officers, who conduct inspections of facilities throughout each season.

Clubs are required to enforce the following conditions with regards to cleanliness:

- Floors and walls must be kept clean and sanitised, particularly in food preparation areas; as specified in your CSP.
- Refrigerators, benches, drawers and shelving must be kept clean (ie. all cups / glasses washed and stored after use);
- All utensils and equipment must be stored in cupboards / drawers / or sealed containers when not in use;
- Rubbish bins must be isolated from food, emptied on a regular basis and kept in a way so as not to attract flies and vermin;
- All food remains must be removed from the pavilion to minimise the likelihood of pests and rodents;
- Toilets, showers and change rooms must be hosed or swept as appropriate after use and all litter is to be removed from these areas (including paper litter, drink bottles, medical tape etc). Toilets should be kept in a clean state for use and boots MUST NOT be washed in showers, sinks etc. Shower drains and plugholes should be cleared regularly.
- Common / function areas should be kept clean and presentable;
- Areas immediately surrounding the pavilion and sports grounds must be cleaned after use (ie. litter free - no bottles, medical tape, food wrappers);
- Litter must be sealed in bags and placed INTO bins provided for collection;

- Where applicable, carpeted areas should be steam cleaned by user groups at the end of their fixtured season, prior to handover / inspection.

Clubs found to not be adhering to the above cleanliness standards will be given 48 hours notice to rectify any matters. If action is not taken accordingly, Council will employ a private contactor to rectify any noted matters, with full costs charged to the responsible user group/s.

4.12.1 Rubbish

User groups are required to leave the facilities used (ground and pavilion) in a clean and tidy condition after each use. All rubbish must be picked-up prior to completion of use of the facilities (including the sports ground and its surrounds, such as parkland and car parks). This includes rubbish generated by spectators at the venue.

Each reserve within Maroondah is allocated a set number of waste bins to cater for the removal of general public waste. If additional waste is generated by the user group/s, it is the responsibility of clubs to ensure its removal.

Clubs, in consultation with Council, may apply to have a lockable dump-master bin installed during their tenancy season (costs associated are the full responsibility of the user group/s). These bins should be locked, so as to avoid the occurrence of public dumping of household rubbish or vandalism. Any dumping of waste that occurs will be the responsibility of the user group/s to remove.

It should be noted that all bins (waste and recycling) remain the property of Council, and may not be relocated, altered or tampered with in any way without the prior permission of Council.

User groups requiring additional bins for special events and finals matches should contact Waste Management at least 10 days prior to their event (ph: 9294 5600). Note that fees for additional bin collection do apply.

4.12.2 Recycling

User group/s are encouraged to recycle materials that are generated by the clubs' activities, eg. glass, plastic bottles and aluminium cans.

Recycling bins for cans and bottles will be made available by Council at no cost. User groups are expected to recycle responsibly by not contaminating recycling with general rubbish. It is recommended that external freestanding bins (ie. additional recycling bins that are not bolted onto stands) be locked away when not in use to prevent vandalism and misuse. The club/s will be responsible for replacement of bins vandalised as a result of incorrect storage as well as any damages caused as a result of incorrect storage (ie. picking up scattered waste).

Full recycling bins must be placed at the entrance to the reserve in designated areas and will be emptied by Council's contractors. Cardboard collection should be arranged directly with Visy Recycling on 1300 368 479.

Contaminated bins will be emptied at Council's discretion. If they are not emptied by Council, disposal of the material will become the responsibility of the club. Council reserves the right to remove recycling bins at any time if it is suspected that gross contamination of the recycling matter is occurring on a regular basis.

For more information on scheduled rubbish collection days or rubbish bin requirements contact Council's Waste Management Unit on 9294 5600 during office hours.

5. FACILITY STANDARDS AND MAINTENANCE

This Section discusses the various elements pertaining to the maintenance and upkeep of facilities as they relate to user groups and Council.

5.1 Sports facility standards and classification

5.1.1 Sports grounds categories and ratings

Sports grounds are classified into one of three categories (A, B and C) for the purposes of differentiating the standard of development and quality of facilities, for the purposes of charging fees equitably and matching levels of use with standards of facilities. Each category responds to a set charge for use (as outlined in the Seasonal and Casual Pricing Schedule).

Class 'A' grounds are rated the highest quality and therefore have a more intensive maintenance schedule (and are consequently charged at the highest rate). By contrast, Class 'C' grounds are the lowest standard and has a less intensive maintenance regime (and are therefore charged at a lower rate).

The criteria under which sports grounds are rated include:

- The cost involved in maintaining a sporting surface to the standard required for the sport;
- The presence of irrigation and/or underground drainage system;
- The standard of support structures (eg. fencing, training lights, coaches boxes, etc);
- The schedule of maintenance intervention.

The level of infrastructure associated with each of the sports ground categories is as follows:

Sports ground facilities and infrastructure	**Category A** (Max 20 to 25 hours p/week)	**Category B** (Max 15 to 20 hours p/week)	**Category C** (Max 10 to15 hours p/week)
Floodlighting	Training lights / competition lights	Training lights	Minimal or no training lights
Drainage	Extensive underground	Limited drainage system	Minimal or no drainage system

Sports ground facilities and infrastructure	**Category A** (Max 20 to 25 hours p/week)	**Category B** (Max 15 to 20 hours p/week)	**Category C** (Max 10 to15 hours p/week)
	drainage system		
Irrigation	Automatic irrigation system	Irrigation system	Minimal or no irrigation system
Cricket wicket	Synthetic or turf wicket	Synthetic wicket	Concrete or synthetic wicket
Playing surface quality	Highly maintained playing surface	Good quality playing surface	Reasonable quality playing surface
Support structures (eg. coaches boxes, scoreboards, dugouts)	High quality support structures	Good support structures	Reasonable or no support structures
Maintenance regime	Refer Section 5.5	Refer Section 5.5	Refer Section 5.5

Note: Grounds that meet the majority of the listed criteria will be placed within that category. A Turf Maintenance Levy will also be applicable to sporting clubs who utilise turf cricket wicket facilities maintained by Council.

The nominated usage levels are the maximum hours of use for all users of the sporting grounds and include weekend matches and organised school use. The usage hours have been determined based on:

- Current and prevailing weather conditions
- Levels calculated over a two week period
- Type and level of sport played
- Time of year (ie warmer in summer months)
- Surface condition (cover, grass-type, compaction etc)
- Current ground infrastructure
- Current maintenance program
- History of ground's wear and tear
- Information provided by clubs or associations

The recommended maximum usage for each ground is annexed to these guidelines and will be reviewed annually in accordance with the above criteria.

Appendix 8 provides the classification of each seasonal use facility according to the assessment criteria. Classifications are reviewed annually to upgrade ratings for grounds that have undergone extensive renovations (ie. installation or significant upgrade of irrigation and drainage).

5.1.2 Pavilion categories and ratings

Pavilions are classified according to their quality and facilities that are incorporated within them, as one of three categories (A, B and C). Class 'A' pavilions represent the highest quality with the most amenities (and are charged at the highest rate), whereas those rated as Class 'C' are a lower quality with fewer amenities (and are charged at a lower rate). Each category corresponds to a set fee for use (as outlined in the Seasonal and Casual Pricing Schedule).

The criteria under which pavilions are rated include:

- The cost involved in maintaining the pavilion to an appropriate standard;
- The number and standard of amenities (eg. change rooms, kiosk, office space, etc);
- The capacity to raise income (eg. social rooms, kiosk, bar facilities, etc).

The level of infrastructure associated with each of the sports ground categories is as follows:

Pavilion infrastructure	Category A	Category B	Category C
Multipurpose area	Large multipurpose area	Small / medium multipurpose area	Small hall / room
Change facilities	Change facilities included	Change facilities included	Limited change facilities
Kitchen / kiosk facilities	Kitchen / kiosk facilities included	Kitchen / kiosk facilities included	Limited kitchen / kiosk facilities
Bar facilities	Bar facilities included	Limited bar facilities	No bar facilities
Toilets	Toilets included	Toilets included	Toilets included
Additional support facilities / infrastructure (ie. first aid room, office space, gymnasium)	Additional support facilities / infrastructure included	Limited additional support facilities / infrastructure	Limited or no additional support facilities / infrastructure

Note: Facilities that meet the majority of the listed criteria will be placed within that category.

Appendix 9 provides the classification of each pavilion according to the assessment criteria. Classifications are reviewed annually to upgrade ratings for pavilions that have undergone extensive renovations.

5.2 Protection of playing surfaces

Council's Parks and Works Department monitors the state of playing surfaces on an ongoing basis.

In the event that a sports field is in poor condition (ie. surface is deemed too hard or insufficient turf coverage), use of the facility will be restricted according to the following priorities:

- Casual bookings will be cancelled or relocated first;
- Then special events will be cancelled or relocated;
- School bookings (inter-school matches, round-robins, school carnivals – school use for physical education classes of one hour or less may be permitted) be reallocated;
- User groups may be required to vary their usage patterns of the playing surfaces - this may include restricting or cancelling training sessions; and,
- As a last resort, competition matches will be relocated.

In these instances, Council's Sport and Community Liaison Officer will notify the user group/s within 24 hours of the decision. Council will work with the affected user group/s and user group/s to find the best possible alternative so as competition is not compromised.

User groups are encouraged as often as possible to consider alternative methods of training so that sporting grounds are not overused and have the ability to rest and regenerate. Council expects that sporting clubs self-regulate the use of their allocated grounds. Where a user group can see their allocated sports ground is starting to deteriorate, minimising use will assist in the sporting ground recovery.

5.3 Withdrawal of grounds

With the objective of ensuring as many sporting grounds as possible are acceptable for match play, Council may place limitations on the level of use of sporting grounds for training where the conditions of the playing surface is deteriorating.

This may involve Council specifying the number of training hours per team, per week or may involve Council restricting use of the ground.

The Team Leader of Sportsfield Maintenance, on behalf of Council has the authority to withdraw the use of any ground for the following reasons:

- If it is necessary to protect and enhance the longer term viability of the facility;
- If the ground is unplayable due to inclement weather;
- If the ground is unsafe for match play;
- If the ground requires surface repairs and/or redevelopment works; and,
- If the ground is required for a Council endorsed community event (e.g. Carols by Candlelight).

In the extreme case that a ground is deemed unfit for use, Council may decide to close the ground. This decision will be made as early as possible to allow sufficient time to find an alternative. Every effort will be made by Council to work with the affected user groups to find the best possible alternative so as competition is not compromised. Although, this may not always be feasible.

Due to the provision of irrigation at 17 sporting grounds, these are the facilities that are most likely to maintain an acceptable standard of hardness/softness and a suitable turf cover. For this reason, other clubs may be given permission by Council to train at these sporting grounds when sporting grounds are closed for training. This may result in Council also reducing the training levels of the home club at an irrigated sporting ground in an effort not to overuse a ground. Every effort will be made to work in with the user group/s wherever possible.

5.4 Shared maintenance roles and responsibilities

5.4.1 Maintenance and renewal schedule

The various maintenance responsibilities of Council and user groups are outlined in the following table:

Note the term 'all damages' means any damages caused by the user group/s or any invitees using a Council facility.

ITEM	OCCUPIER	COUNCIL
STRUCTURE		
Main building frame, foundations, stumps, bearers, joists, brickwork etc.	All damages by users	Replacement/repair due to structural failure, storm damage, decay, insect attack or fair wear & tear
SERVICES – External		
Water (to meter)	Service authorities	
Water (meter to building)	All damages by users	Replacement/repairs due to fair wear and tear and tree root damage
Sewerage (including septic tanks)	Service authorities / contractor. Blockages caused by user group activities	Replacement/repairs due to fair wear and tear and blockages caused by tree roots
Gas (to meter)	Service authorities	
Gas (meter to building)	All damages by users	Replacement/repairs due to fair wear and tear and tree root damage
Gas cylinders & bottles (& all associated fittings)	Full responsibility – must be maintained to relevant standards	
Electricity (to meter)	Service authorities	Council responsible for ensuring lines are clear of trees & hazards
Security to building	Cost of call outs	Monitoring & replacement/ repairs due to fair wear and tear & equipment service (including battery replacement for alarm system)
Telephone	Service authorities / full responsibility – ensure lines are maintained if a security system is installed as Council will not take responsibility for damage caused if the building is not alarmed due to the non-payment of bills.	
DRAINAGE & PLUMBING		

ITEM	OCCUPIER	COUNCIL
Storm water & general drainage	All damages and blockages in waste pipes caused by user activities	Blockages due to tree roots and subsidence. Replacement/repair due to fair wear & tear
Guttering including down pipes	All damages caused by users	Programmed cleaning and replacement/repair due to fair wear & tear
Internal blockages - sinks, toilets etc	Full responsibility- must be kept clear of foreign objects, mud and debris by users	
Roof plumbing (including skylights)	All damages by users	Replacement/repair due to structural failure, storm damage or fair wear & tear
Plumbing fixtures	All damages by users and blockages in waste pipes caused by user activities	Replacement & Repairs due to malfunction or fair wear & tear eg washers and leaking cisterns
Gas heating incl. screen, flue, gas plumbing & hot water service	All damages by user & cyclical maintenance (incl. ensuring pilot lights remain lit) [1]	Replacement/repair due to malfunction or fair wear & tear
ELECTRICAL		
Fixtures (i.e. stove, exhaust / fan, quick boil urns etc)	All damages by users	Replacement/repair due to malfunction or fair wear & tear
Wiring & fittings (ie. power points, switches, ceiling fans)	All damages by users	All building wiring from main supply to and including the switchboard, light fittings and emergency lighting
Portable appliances (i.e. kettle, toaster, fridge etc.)	Full responsibility Cyclic testing & tagging as per regulations/legislation	
Lights (i.e. globes, bulbs, starters, tubes, diffusers & coverings)	All damages by users. Replacement of globes, starters and diffusers	Replacement/repair of fittings due to malfunction or fair wear & tear
INTERNAL – Maintenance		
Painting throughout (ceilings, walls, doors and internal frames)	Full responsibility Minimum 7 year cycle from date of occupancy or more frequently as required	
Insulation i.e. walls, ceiling		Full responsibility
Ceiling	All damages by users	Replacement/repair due to malfunction, structural faults or fair wear & tear.
Walls	All damages by users (including holes in plasterwork)	Replacement/repair due to malfunction or fair wear & tear
Floor coverings (i.e. tiles, carpet, etc.)	All damages by users	Replacement/repair due to fair wear & tear including & if coverings become a trip hazard
Exposed wooden and parquetry floor coverings	All damages by users Recoating/polishing as required	Replacement of floor at the end of its useful life

ITEM	OCCUPIER	COUNCIL
Windows, frames, internal doors & door furniture	All damages by users (including glazing, repairing holes etc.)	Minor adjustments due to normal movement & replacement/repair due to fair wear & tear
Wall tiles	All damages by users	Replacement/repair due to fair wear & tear
Cleaning	Full responsibility – refer to section 4.12	
Fire extinguisher & support bracket	All damages by users (including the full cost of extinguisher refills due to misuse)	Replacement due to age or malfunction & cyclical inspection by Council
Smoke Detectors	Replacement of batteries (6 monthly)	Replacement of hard wired smoke alarms due to malfunction or fair wear & tear
Emergency Lighting		Where applicable – Full responsibility
Glass	Keep clean & replacement of damages by users	Replacement of external breakages due to vandalism only
Air conditioning and evaporative cooling	All damages by users & cyclical maintenance (6 monthly) [2]	Replacement/ repair due to malfunction or fair wear & tear (only applicable to units installed by Council)
FITTINGS		
Furniture, equipment and shelving	Full responsibility	
Curtains and blinds	Full responsibility	
Built in cupboards, benches, drawers & doors	All damages by users	Replacement/repair due to fair wear & tear (through Council's cyclical renewal program)
Coat pegs, towel rails, soap & paper towel dispensers, toilet roll holders, partition walls, mirrors & toilet seats	Full responsibility	
EXTERNAL – Maintenance		
Exterior lights on buildings (security lights, floodlights (excluding sports ground training lights)	General domestic globe replacement	Replacement/ repair due to fair wear & tear & malfunction (including replacement of external security globes)
Windows, frames & door framework (including glass, fly screens, blinds & security screens)	All damages by users	Minor adjustment due to normal building movement, shrinkage etc. Painting/staining of external wooden framework- minimum 7 year cycle from date of occupancy (external only) Replacement/repair due to fair wear & tear
Doors & frames (including locks & glass)	All damages by users (including full cost of re-keying a facility if keys are lost by user)	Replacement/ repair due to fair wear & tear & vandalism

ITEM	OCCUPIER	COUNCIL
Automatic Doors	Cost of maintenance (Council will arrange)	Replacement/ repair due to malfunction or fair wear & tear
Painting	All damages by users	Cyclic maintenance minimum 7 years (if Council owned) on main sports pavilion
Handrail, steps, ramps & decking if attached to a Council Building	All damages by users	Replacement/repair due to fair wear & tear
Fencing, gates and sheds	Full responsibility	
Building damage due to vandalism & graffiti		Full responsibility
Infestation by birds, animals, insects & spiders (including termites)	Pest control services	Replacement of damage caused
Fixed sprinkler systems & water services attached to the building e.g. taps (excluding meter to building)	Full responsibility	
PLAYGROUNDS – *(within demised premise)*		
Soft fall, play equipment, garden beds, paving, localised drainage & surrounds	Full responsibility	
SURROUNDS – *(within demised premise)*		
Trees		Full responsibility – report dangerous trees (i.e. fallen/ overhanging branches to Council)
Grass cutting	Full responsibility	
Cleaning/upkeep of surrounding area (including litter removal)	Full responsibility	
Drainage pits (car park & surrounds)	Localised drainage pits	Main drainage pits and car park
Dump master bins	Full responsibility	
SURROUNDS – (outside the demised premises)		
Trees		Full responsibility – report dangerous trees (i.e. fallen/ overhanging branches to Council)
Grass cutting		Full responsibility as per regular maintenance cycles
Car parks – sealed & unsealed		Full responsibility (including car park lighting)
Sports training lights, coaches boxes, interchange boxes, batting cages, dugouts, sight screens, synthetic wickets	Sports ground training lights, batting cages, dugouts, sight screens, synthetic wickets	Coaches boxes, interchange boxes and scoreboards
Cleaning/upkeep of surrounding area (including litter removal)	Full responsibility from activities	Normal maintenance program

ITEM	OCCUPIER	COUNCIL
Drainage pits (car park & surrounds)		Full responsibility
Dump master bins	Full responsibility – including the removal of illegally dumped waste within or around the bin	

1. Cyclic maintenance – this includes 6 monthly services on all units. Council may request a copy of the certificate of compliance, and therefore recommend clubs keep a copy on file.
2. Cyclic maintenance – this includes 6 monthly services on all units. Council may request a copy of the certificate of compliance, and therefore recommend clubs keep a copy on file.

It is a requirement by Maroondah City Council that an inspection be carried out at seasonal change over relating to the condition of all items above (refer to Section 2.3).

5.4.2 Process of reporting maintenance items

The nominated contacts of a user group should notify Council immediately of any maintenance issues as they arise at their allocated facility. Matters relating to security and safety (ie. break-ins) will be reported immediately to Council's Leisure Services Department for attention. Council's after hours number should be used if an issue arises outside of business hours. For less urgent items (ie. graffiti on external walls), a Maintenance Request should be reported to Council's Sport & Community Liaison Officer.

5.4.3 Notice of defects

A notice of defect and rectification will be issued to user group/s where damage has been made to any facilities. This notice will detail the nature of the damage and the timeframe under which repairs must be made. The timeframes will be allocated according to one of three (3) categories, reflecting the level of urgency of the noted issue.

- URGENT – 48 Hours from notification;
  (eg. Electrical issue – exposed wiring on an appliance)
- NORMAL – 28 Days from notification;
  (eg. Minor health issue – cleaning of carpets)
- LOW – end of facility use allocation period;
  (eg. Minor defect - neither health, security or issue applicable to urgent or normal categories (painting over scuff marks on pavilion wall)

5.4.4 Emergency assistance

Council's after hours emergency service should be contacted for any building rectification matters requiring immediate attention outside normal business hours. Those deemed to be the responsibility of the user group per the responsibilities outlined in Section 5.4.1 will be charged to the group.

5.4.5 Graffiti and vandalism

Council is responsible for the removal of graffiti or repair of vandalised items on the exterior of pavilions and associated structures. Please contact Council's Sports and Community Liaison Officer to report any matters.

It is the responsibility of user groups to remove all graffiti which appears on club infrastructure and fittings including:

- Lighting towers
- Ticket boxes
- Cricket nets

Any graffiti is to be removed within 24 hours, to coincide with Council's time period for graffiti removal.

5.5 Ground maintenance

5.5.1 Recurrent maintenance

Council implements an ongoing annual maintenance program across all sports fields to achieve the ongoing performance of sports grounds. In particular, the program aims to keep surfaces flat, firm, even grass cover and free of any foreign objects or holes. Water, soil pH and soil nutrient levels are maintained to achieve optimum grass growth. Sprinkler systems and subsurface drainage systems are maintained and renewed to provide a high standard, well grassed, playing surface. Intervention levels may change from season to season and varies for each category of ground (discussed in Section 5.1) as per the following table:

Grounds maintenance works	Category A	Category B	Category C
Soil management	– Maintain a high free draining soil composition to a depth of 150mm – Programmed replacement of top 150mm soil every 15 years	– Maintain a good draining soil composition to a depth of 150mm – Programmed replacement of top 100mm soil every 24 years	– Local topsoil placed on playing field sub-base, which has been shaped to allow natural drainage of surface water – Reconstruction of playing surface every 50 years
Grass management	– Healthy grass year-round exhibiting vigour and capable of withstanding sporting activities – Maintain 95% coverage – De-thatching of grass every 2 years	– Healthy grass year-round exhibiting vigour and capable of withstanding sporting activities – Maintain 85% coverage – De-thatching of grass every 3 years	– Healthy grass year-round capable of withstanding sporting activities – Maintain 75% coverage
Mowing	Grass height for cricket; – Match days; 20-30mm – Other; 20-50mm Grass height for football / other; – Summer match days 20-35mm – Summer other; 30-50mm – Winter match days 40-65mm – Winter other; 50-80mm	Grass height; – Summer season; 25-60mm – Winter season; 50-80mm	Grass height; – Summer season; 25-70mm – Winter season; 50-90mm
Weeding	Retain even quality grass sward free from weed infestation that would be greater than 5% of grass coverage	Avoid weed spreading over areas greater than 10% of grass coverage	Avoid spreading over large area
Litter control	Remove all visible litter at time of mowing	Remove all visible litter at time of mowing	Remove all visible litter at time of mowing
Surface finish	Repair all visible ruts, depressions etc >40mm in depth	Repair all visible ruts, depressions etc >50mm in depth	Repair all visible ruts, depressions etc >50mm in depth

Grounds maintenance works	Category A	Category B	Category C
Automatic sprinkler system	– All sprinkler heads working as programmed and with a repair time of 48 hours from notification of outages – Programmed replacement of system every 15 years	– All sprinkler heads working as programmed and with a repair time of 5 days from notification of outages – Programmed replacement of system every 24 years	Nil
Sub-surface drainage system	– Sub-surface drainage to provide a playing surface free of surface water ponds for periods longer than 5 minutes after heavy rain – Programmed replacement of system every 15 years	– Sub-surface drainage to provide with free draining sand based soil over the immediate drainage trenches only to produce a playing surface free of surface water ponds over extended periods – Programmed replacement of system every 12 years	Nil

5.5.2 Turf wickets

On the match wicket area, wickets will be prepared for fixtured games only. Any further wicket areas required by clubs are to be prepared at the expense of the user group. Council will prepare match and practice wickets for the semi-finals and finals of yearly competition. Within the practice wicket table, two practice wickets will be prepared for each user group. Council may also prepare wicket areas for casual use, providing it does not damage wickets being utilised for the conduct of two day matches.

Council undertakes the pre-season soil conditioning and levelling works required for the preparation of an even and flat turf wicket table, of consistent soil density and of a soil type to match the existing turf area.

- Grassing is by means of seeding, sprigging or sodding of approved grass species.

- Fertilising, watering, topdressing, weeding and other maintenance is undertaken, as required, to provide optimum grass growth of consistently green colour and free from weeds, pests or disease.
- Seasonal conditions may affect intervention levels.

The following maintenance standards for turf wickets are undertaken by Council:

Activity	Intervention level
Wicket preparation	– Prepare program in accordance with Cricket Victoria standards – Maintain 90% grass cover – Healthy grass exhibiting vigour and capable of withstanding match play
Mowing	– Pitch grass on match days to be between 4-6mm – Surrounding wicket table 20-30mm
Grass management	– To Council's program
Litter control	– Remove all visible litter at time of mowing
Surface finish	– Repair all visible ruts, depressions >5mm on prepared pitches – Repair all visible ruts, depressions >20mm on wicket tables

This maintenance schedule does not apply to Jubilee #2, Proclamation Park and HE Parker wickets as these are maintained by the user groups.

5.5.3 Covering and uncovering of concrete and synthetic wickets

Council is responsible for the covering of concrete and synthetic cricket wickets on sports grounds. This will be undertaken during the period between the end of the Summer fixtured season and the commencement of the Winter season (approximately March).

User groups are responsible for uncovering concrete and synthetic wickets. User groups must contact Councils Sport and Community Liaison Officer prior to uncovering any wickets to ensure there is no further winter use booked on the sports field. When uncovering wickets, plastic tarps are to be rolled up and left at the fenceline for collection by Council.

In some instances some user groups may have site specific agreements with Council for uncovering cricket wicket covers. This is particularly the case for synthetic turf mats.

Even if finals positions are not clear until the last week of fixtured matches, it is still the responsibility of clubs that will potentially be in the finals to contact Council regarding wicket requirements. User groups requiring the use of grounds for cricket finals must firstly apply to Council (refer Section 1.4.9). If such application is not made, there is a risk that Council will arrange covering of the wicket, should this occur the full cost to perform these works a second time will be charged to the club with no guarantee that the pitch will be ready for intended play.

5.5.4 Line marking

The marking of lines for sports competition is the responsibility of user groups. Line marking must be carried out using a suitable marking paint.

Lime, Roundup or any other substances that kills grass or may present public health or environmental safety issues **MUST NOT BE USED**.

Should a club use a prohibited substance for line marking, it will be responsible for the full cost of restoration works to the affected area. Such action may also jeopardise the club's use of the facility, and no alternative ground will be made available to the group if its actions have made the ground unfit for use.

The painting of logos on sports grounds is not permitted.

5.6 Goals

The maintenance, installation and removal of goals used in the conduct of competition for all seasonal sports will be the responsibility of Council.

Council will pay for the initial cost of providing goals at sports fields for the use of the whole community. Where goals are vandalised Council will fund the repair or replacement, however, where posts are damaged through misuse, the user group/s will be responsible for funding the replacement posts.

User groups are to supply and maintain soft safety padding / nets for goals. Some peak sporting associations / governing bodies provide recommendations in respect to goal

padding and clubs are advised to seek advice from their governing sport body for any safety specifications for goal padding for their respective sports.

5.7 Car parks, access roads and drainage

The maintenance of car parks and access roads and associated drainage is the responsibility of Council. Where access roads require grading Council will complete the works on a regular maintenance cycle.

5.8 Public toilets

Toilets located on Council reserves that are open to the public will be maintained by Council. This includes public toilets attached to pavilions and free standing public toilet blocks.

Where toilets are located at a sports reserve and are only open on match days for members and spectators of the user group, the club will be responsible for opening, closing and cleaning the toilets.

5.9 Fencing

Council is responsible for the maintenance of playing field fencing at all reserves. Perimeter fencing is inspected regularly by Council's Parks Officers.

Council will provide internal post and rail or bollard fencing to a minimum standard suitable to restrict vehicle movement to designated areas of a reserve.

Bollards and gates must not be removed for any purposes (ie. access).

6. FACILITY IMPROVEMENTS

6.1 Facility infrastructure – user groups

The following items of infrastructure are not provided by Council; sightscreens, gatekeepers box, sports ground floodlighting, cricket nets, synthetic or specialised surfaces. As such, this infrastructure is the responsibility of user groups to construct, install and maintain, including all associated costs. Coaches boxes, dugouts and scoreboards are the responsibility of user groups to fund, construct and install once approval is given; Council will maintain and renew these structures once they are installed.

Where there is more than one user group using club-provided infrastructure, the maintenance cost should be split equally between each club.

In seeking to provide such infrastructure, the user groups must gain Council approval, by following the nominated process noted in Section 6.2.1.

Capital grants are available for user groups to assist in the provision of additional infrastructure via Council's Funding Assistance for Community Groups, Third-Third-Third Grants. (Refer to Section 7.1.2)

The following provides a guide to Council's expectations for the provision of club provided infrastructure. It is the responsibility of the user group/s occupying the facility at the time to upkeep the structures, including maintenance and rectification of any damage caused by vandalism. Any such damage is to be repaired immediately.

6.1.1 Sightscreens

Permanent or temporary sightscreens may be erected on Council reserves once approval is granted by Council's Team Leader Sportsfield Maintenance. Any sockets, sleeves or poles may be installed and removable screens fitted throughout the season, however these fittings must not be installed on, or interfere with, the playing surface and must be safely secured so as not to create a public hazard.

6.1.2 Gatekeeper's box

User groups wishing to construct a gatekeepers' box must liaise with Council regarding construction requirements etc.

A minimum requirement of Council for any gatekeepers' box will be to ensure that public access or access by other user groups of the reserve is not restricted in any way.

6.1.3 Coaches boxes and dugouts

A maximum of two (2) coaches boxes or two (2) dugouts may be erected on each sports ground. The cost of construction and any reinstatement of the areas surrounding the coaches boxes (ie. fencing) is the responsibility of the user group/s. Any structures must be constructed as per Council's standard design.

Any vandalism to these structures must be repaired immediately (ie. damage to roofing or panels) and these structures must be maintained so as not to cause a public hazard. These are the responsibility of the user group/s.

Council will undertake the renewal of coaches boxes/dugouts commencing in the 2012-2013 financial year. These pre-existing structures will be placed into the renewal schedule, and will be replaced up to a determined value based on the existing structure. Clubs are still required to fund any new coaches boxes or dugouts they wish to erect at the sports ground, with Council then placing them onto the renewal schedule.

6.1.4 Scoreboards

Council will allow the construction of one scoreboard at a sports ground subject to approval of the design. Council will remove scoreboards that have deteriorated to a condition deemed to be a danger to the community and will not be obliged to replace the scoreboard.

Council will pay for the renewal of scoreboards as per Council's standard design. These structures will be placed into the renewal schedule, up to a determined value based on the current structure. Clubs are still required to fund any new scoreboards they wish to erect at the sports ground, with Council then placing them onto the renewal schedule.

6.1.5 Sport ground floodlighting

Clubs seeking to install or upgrade training lights should liaise with Council's Sports and Community Liaison Officer prior to submitting plans for Council approval so as to ensure that items such as light pole height and electrical considerations have been appropriately met. The plans to submit for approval shall include engineering computations.

Sports ground lighting should be constructed in accordance with Australian Standard 2560.2.3- 2007 and relevant sports associations requirements, and meet relevant risk requirements.

Floodlights installed on Council land remain the property of Council and cannot be removed. User groups are responsible for maintaining floodlighting towers and fittings, including globe replacement during their period of use of the facility.

6.1.6 Cricket practice nets and baseball batting cages

User groups are responsible for the installation and ongoing maintenance of cricket nets and baseball batting cages within Council reserves. It is a Council requirement that at least one cricket net is made available for public use at all times. Any vandalism to these structures must be repaired immediately. These structures must be maintained so as not to cause a public hazard and be kept in a tidy condition (ie. ensure there is no loose wiring, weeds maintained).

User groups relocating, reconstructing or enlarging existing or proposed cricket practice nets or baseball batting cages should consult with Council during the design phase of these structures. Planning and Building permits may be required and enclosures should not include barbed wire in any part of the structure.

Cricket enclosures must include a roofed section and rubber mats should be installed at the batsman's end to prevent wire stretching. Structures should not encroach onto playing areas, inhibit access or cause hazard to other user groups or general public that utilise a sports ground.

6.1.7 Synthetic or specialised sports surfaces

User groups and/or associations are responsible for upgrading, resurfacing and maintaining any synthetic or specialised sports surface (ie. en-tout-cas for baseball diamonds, synthetic cricket pitches).

6.1.8 Portable soccer goalposts

Tenant soccer clubs are responsible for ensuring that all portable soccer goalposts at a Council facility comply with the Standards Australia Handbook (HB 227-2003) with regards to the manufacture, installation, use, storage and maintenance. A copy of these Standards is available from Council's Sports and Community Liaison Officer.

The use of portable goalposts is strictly limited to the user group and are not to be made available to any casual or private hire groups.

When in use, portable soccer goalposts must be anchored correctly and regular checks should be conducted throughout the user group's season to ensure ongoing safety.

Multi-piece goalposts should be disassembled and stored undercover where possible. One-piece goalposts stored outside should be chained and locked together face-to-face and/or secured to an immovable object on flat ground. Netting should be removed and all portable soccer goalposts should be stored in an area where children cannot gain access and use or climb on them.

6.1.9 Temporary shade structures

The provision of temporary shade structures has the potential to cause personal injury to the general public as a result of unpredictable weather, in particular during strong winds. User groups that wish to provide temporary shade structures must ensure the structures are securely anchored to the ground at all times and not attached to buildings.

6.2 Minor and major facility improvements

User groups wishing to undertake works or alterations to facilities must firstly seek Council's written approval through submitting a proposal of the planned works; this includes maintenance and new works.

No works however small are to occur at facilities without prior approval.

This applies to both internal pavilion works or external works (including works to develop external structures and for the installation of new infrastructure such as heating / cooling devices etc). Should Council learn of any alterations or additions to facilities, the responsible user group/s may be asked to reinstate the works at their cost.

6.2.1 Club application process to undertake works

In reviewing proposals from user groups to undertake minor or major facility improvements, Council will ensure compliance with relevant legislative and regulatory requirements such as the Building Code, disability compliance, as well as fit with current purpose of use, justification of need, size and scale – these items should all be addressed in the proposal of the planned works, as appropriate.

The following process has been developed as a guide to assist user groups in applying to undertake works at Council facilities.

1. Initial Contact with Council – Contact Council's Sports and Community Liaison Officer for advice and provide initial information on the proposed project, including drawings, site location, initial quotes and proposed timeframes for the project. Council can assist by providing aerial photos of the site, existing building plans and service locations. In some cases Council has set requirements for standard infrastructure items that can be provided to the user group (eg. coaches boxes).

2. Contact with relevant Council Departments – The user groups may be referred to other key Council Departments (ie. Building, Planning, Public Heath, Engineering etc) to ensure compliance with relevant statutory codes and regulations. Clubs also need to ensure when building a structure that there will not be interference with any services (ie. sewer lines etc) or that access to a reserve by Council will be compromised.

3. Submission of relevant plans – The proponent is required to submit a copy of all concept plans (including relevant structural plans, site maps and technical drawings where required) and the proposed scope of works for their project for Council consideration.

4. Site meeting – For more complex projects a site meeting with relevant Council Officers may be required to provide further detail and input into the project and to ensure it will not adversely impact on a building, reserve or surrounds, and residences or other reserve infrastructure.

5. Approval Process - Council, as the owner / manager of the land, will consider and formally approve or reject each project submission. This process may also include gaining statutory approvals, as some projects may require Building or Planning permits to be issued before they can commence. Written approval must be gained from Council prior to any project commencing.

6. Project Management Process and Timeframes - A process for managing works and a timeframe in which they will occur must be submitted to Council, as the proponent's project proposal.

Council also requires copies of all contractors Public Liability Insurance Certificates and JSA's (Job Safety Analysis) before a project can commence. If electrical, plumbing or glazing works are to be included in a project, they must be performed by a licensed contractor and Certificates of Compliance must be forwarded to Council guaranteeing the quality and safety of works performed at the completion of the project.

7. Final Site Inspection – Council Officers may need to perform a final site inspection once works are completed. This is also to ensure that works have been carried out to a sufficient standard and the site has been properly reinstated (ie. no materials or waste left behind).

Note: this is a basic guide to assist clubs and organisations in the thorough planning and implementation of facility improvement projects. As the owner / manager of the land, Council is responsible for ensuring the integrity and appropriateness of all infrastructure works. Council's buildings are regularly audited and inspected and it is important that Council has current records on all improvements that are undertaken, so these can be noted on relevant site and building plans.

6.2.2 Council's capital renewal program

Council has an annual building renewal program, which forms part of the building asset enhancement component of Council's capital works program. The building renewal program is developed based on cyclical visual assessments undertaken by experienced external contractors, and aims to provide enhanced longevity, functionality, safety, and amenity for Council's building assets.

7. CLUB DEVELOPMENT

Maroondah City Council is committed to working in partnership with community organisations to develop and sustain a wide range of quality sporting, recreational, cultural, social and community support programs that service the needs of the Maroondah community. To support this, a number of resources and opportunities exist to help clubs with their operations. These are outlined in this Section.

7.1 Funding assistance for community groups

7.1.1 Committee of management support scheme

The Committee of Management Support Scheme provides a resource program to assist and support Council's Special Committees of Management established under Section 86 of the Local Government Act.

Funding is provided for capital improvements or facility planning for the specific reserves or facilities. Council's contribution to projects will not exceed $6,600, and must meet the eligibility criteria as well as having a clearly identifiable target and need.

Projects must:

- Meet a demonstrated need within the facility
- Complement or improve existing facilities
- Provide long term benefit for the facility or its environment
- Meet the cost of reserve master plans

Grant opportunities for this funding scheme are advertised late January with applications closing in mid April. Committees of Management are notified in July.

For further information please contact Council's Sports and Community Liaison Officer.

7.1.2 Third, Third, Third funding

Commonly known as the Third, Third, Third funding, it provides funding to Maroondah organisations to improve existing Council facilities or to develop new facilities on Council owned or managed land. One third of the cost of the project is provided by way of a Council

grant, one third as an upfront cash contribution from the user group, and one third provided by way of a deferred contribution to be repaid to Council over a maximum 5 year period.

The eligibility criteria for the program are:

- The land on which the facility development is proposed must be either Council owned or managed;
- The development must broaden community access and increase opportunities for participation by Maroondah residents;
- The application must provide evidence of community support and identified needs.

Grant opportunities for this funding scheme are advertised in late January each year with applications closing mid April. Successful applicants are announced in July and Council enter into a funding agreement with the successful organisation to undertake the project.

For further information please contact Council's Sports and Community Liaison Officer or visit www.maroondah.vic.gov.au

7.1.3 Community Grant Scheme

The Community Grants Scheme offers financial assistance to incorporated, not for profit community groups to assist in enhancing lifestyle choices for Maroondah residents / ratepayers. Funding is offered on an annual basis and must be fully expended during the existing financial year.

The objectives of the program are to:

- Support access, equity and choice in the provision of leisure experiences and social opportunities for all sectors of the community;
- Increase community participation in social and leisure activities by identifying the community's needs and diverse interests, and assisting the community to address these;
- Foster an integrated approach to the development of community based services and activities.

The following items are eligible under the grant scheme:

- Promotional costs
- Temporary staff fees
- Public Liability insurance
- Equipment and material costs
- Venue hire
- Transport costs

The following requests are ineligible for funding under the program:

- Programs that receive significant funding from other sources
- Capital works projects
- Recurrent requests
- Organisations whose membership or client base comprises of less than 80% Maroondah residents

Grant opportunities for this funding scheme are advertised in local papers at the beginning of April with applications closing in early June. Successful projects are announced in mid July.

For further information please contact Council's Leisure Services Planning and Policy Officer on 9294 5720.

7.1.4 Arts and Cultural Grants Scheme

The Arts and Cultural Grants Scheme provides not for profit organisations within the City of Maroondah an opportunity to access support funding to assist in the implementation of; community art projects, festivals and events, development of heritage practices, art exhibitions, literary, visual and performing arts.

The following objectives underpin the Arts and Cultural Grants Scheme:

- To generate community participation in arts and cultural activities;
- Work in conjunction with artists, arts and cultural facilities and the community to deliver diverse projects that enhance and celebrate local identity;

- To build and strengthen local networks within the Maroondah community and to encourage partnerships with Council; and,
- To assist community groups within Maroondah to implement community art projects, festivals and events, development of heritage practices, art exhibitions, the literary, visual and performing arts.

Grant opportunities for this funding scheme are advertised in local papers at the beginning of April with applications closing in early June. Successful projects are announced in mid July.

For further information please contact Council's Arts Liaison Officer on 9298 4553.

7.1.5 Other funding sources

A range of other funding opportunities are available through grant programs and philanthropic trusts. Details of the main providers are the following:

- Sport and Recreation Victoria – www.sport.vic.gov.au (Grants and Funding tab)
- VicHealth – www.vichealth.vic.gov.au (Funding opportunities tab)
- The website our.community.com.au is an extensive resource of information for the purpose of benefitting community run organisations. This site provides information of government and non-government agency grants as well as philanthropic funding opportunities.

In some cases grant programs require the support of Council. In this case the Sports and Community Liaison Officer should be contacted regarding a partnership with the Maroondah City Council and were required letters of support can be provided.

7.2 Communication of information to user groups

Council Leisure Services will aim to provide ongoing and up-to-date information for user groups that will assist them in their day to day running of their clubs. This will be done via email, newsletters and post. Additionally information sessions and workshops will be offered on a range of topics to meet club needs as required.

7.3 Behaviour Code of Conduct

It is the responsibility of user groups to ensure the respectful behaviour of all participants, members and visitors to ensure the enjoyment of all people at club activities. Sport and Recreation Victoria has released a Code of Conduct for Community Sport. Which outlines behaviours that are expected of every person involved in community sport and active recreation, as well as identifying the types of behaviours that will not be tolerated.

The Code states that every person (spectator, player, club member, official, participant, administrator, coach, parent) or member of the community involved with the sport, should work to ensure:

- Inclusion of every person regardless of their age, gender or sexual orientation;
- Inclusion of every person regardless of their race, culture or religion;
- Opportunities for people of all abilities to participate in the sport and develop to their full potential;
- Respect is shown towards others, the club and the broader community;
- A safe and inclusive environment for all;
- Elimination of violent and abusive behaviour;
- Protection from sexual harassment or intimidation.

This Code applies to community sport, training and club sanctioned activities.

Sports associations will also have / endorse behaviour Codes of Conduct and should be contacted regarding this.

APPENDICES

APPENDIX 1. – Seasonal Application

Maroondah City Council

SEASONAL APPLICATION 2012/2013

Please Select Type Of Application

August 2012

SEASONAL APPLICATION

Please Select one

ORGANISATION DETAILS

Organisation Name	

Phone Number:	
Fax Number:	
Organisation Website:	
Organisation email:	

Is the Organisation incorporated?	☐ Yes	☐ No	Inc. Number:
Does the Organisation have an ABN Number?	☐ Yes	☐ No	ABN Number:
Is the Organisation registered for GST?	☐ Yes	☐ No	
Does the organistion hold Public Liability Insurance?	☐ Yes	☐ No	Expiry Date:
Does the organization hold a Liquor Licence?	☐ Yes	☐ No	Expiry Date:
Does the organization hold a Food Handling Licence?	☐ Yes	☐ No	Expiry Date:

Copies of all Organisations Liquor and Foot Handling Licences and Certificate of Currency for Public Liability Insurance are required to be forward to Council with this application.

OFFICE BEARERS DETAILS

Organisation Contact No. 1				
Contact Name:				
Position / Title:				
Postal Address				
			P/C:	
Telephone:	BH:		Mobile:	
Email:				

Organisation Contact No. 2				
Contact Name:				
Position / Title:				
Postal Address				
			P/C:	
Telephone:	BH:		Mobile:	
Email:				

Organisation PO Box Address (please complete if this is the preferred address to send all correspondence & invoices)			
Postal Address			
		P/C:	

GROUND USEAGE

Please ensure that you complete this form for each ground you are applying for.

Ground Requested:	

Proposed activity for requested ground:

Athletics ☐ Baseball ☐ Football ☐ Gridiron ☐ Rugby ☐ Soccer ☐ Other:

Number of Teams Using This Ground:

	Team Description	Team Training Days & Times	Team Match Days & Times
No. of Junior Teams (including Auskick)	(e.g. 2 teams U12's – 24 players)	(e.g Tues & Thurs 5pm – 7pm)	(e.g. 2 teams U12's – 24 players)
No. of Senior Teams			
No. of Veterans Teams			
No. of Women's Teams			
		Total No. of Teams:	

Days/Times Ground Is Required:

Day	Time: (e.g 4pm – 7pm)
☐ Monday	
☐ Tuesday	
☐ Wednesday	
☐ Thursday	
☐ Friday	
☐ Saturday	
☐ Sunday	

PAVILION USEAGE

Pavilion Requested:	

Day	Time: (e.g 4pm – 7pm)
☐ Monday	
☐ Tuesday	
☐ Wednesday	
☐ Thursday	
☐ Friday	
☐ Saturday	
☐ Sunday	

In making this Application the organisation expressly acknowledges and agrees that:

1. Its office bearers have fully read and understand Council's Seasonal and Casual Pricing Schedule and Sporting Facilities User Guide.
2. The organisation, its office bearers, members and anyone associated with it including anyone it invites or allows to be on or use the Council facility will fully comply with all of the requirements of the Seasonal and Casual Pricing Schedule and Sporting Facilities User Guide.
3. The organisation's office bearers will properly communicate the requirements of the Seasonal and Casual Pricing Schedule and Sporting Facilities User Guide to all persons mentioned in point 2 above and will generally ensure Council's requirements are fully observed and complied with.
4. If Council accepts this Application it does so in good faith relying upon the information contained in this Application and any additional information provided by the organisation.
5. If Council accepts this Application the Agreement for Use is formed, in order of precedence, by any special conditions of use Council may impose in writing, the Seasonal and Casual Pricing Schedule (and any documents referred to therein) and this Application.
6. The organisation has been provided with adequate opportunity to seek its own legal or other advice in relation to the Seasonal and Casual Pricing Schedule and Sporting Facilities User Guide and this Application.
7. If Council accepts this Application the organisation will, in accordance with the Sporting Facilities User Guide without derogating from any other obligations of the organisation under the Seasonal and Casual Pricing Schedule and Sporting Facilities User Guide -
   a. indemnify Council against and hold Council harmless from any and all claims in relation to the seasonal or casual use in accordance with section 2.2.3 of the Sporting Facilities User Guide.
   b. put in place and maintain the insurance arrangements required by Council for the whole period of use in accordance with section 2.2 of the Sporting Facilities User Guide and Council's letter of acceptance; and
   c. promptly pay all Fees and Charges and bond monies in accordance with section 3 of the Sporting Facilities User Guide and to otherwise pay on demand and any additional money properly claimed by Council under the Seasonal and Casual Pricing Schedule.
8. **Privacy Collection Statement:** Council is collecting the information on this form for the purpose of registering and administering your application. The information may also be used to send you Council newsletters, details of Council activities, to ascertain your satisfaction with Council services and to release information to the public for enquiries about your club e.g. new membership etc. Your information will automatically by used in the manner described above unless you specifically indicated NO (by checking the box).
   a. Council activities - receipt of information ☐ No
   b. Release of information to public ☐ No

   The information will not otherwise be disclosed except as required by law. In particular, the information will not be disclosed to others for marketing purposes. If you fail to provide this information (*i.e. information on the application form*) your application may not be processed.

In making this Application I certify that I hold the office of _____

within the organisation and am properly authorised by the organisation and in accordance with its constitution to make this application for and on behalf of the organisation:

Signed:		Date:	
Print Name:			

Witness Signed:		Date:	
Print Name:			

Form to be returned to:
Sport & Community Liaison Officer
Maroondah City Council
PO BOX 156
RINGWOOD 3134
Fax: 03 9298 4345

APPENDIX 2. – Casual Application

Maroondah City Council

CASUAL APPLICATION 2012

Please Select Type Of Application

January 2012

CASUAL APPLICATION

Please Select one

ORGANISATION DETAILS

Organisation Name	

Phone Number:	
Fax Number:	
Organisation Website:	
Organisation email:	

Is the Organisation incorporated?	☐ Yes	☐ No	Inc. Number:
Is the Organisation a company?	☐ Yes	☐ No	ACN. Number:
Does the Organisation have an ABN Number?	☐ Yes	☐ No	ABN Number:
Is the Organisation registered for GST?	☐ Yes	☐ No	
Does the organistion hold Public Liability Insurance?	☐ Yes	☐ No	Expiry Date:
Does the organization hold a Liquor Licence?	☐ Yes	☐ No	Expiry Date:
Does the organization hold a Food Handling Licence?	☐ Yes	☐ No	Expiry Date:

Copies of all Organisations Certificate of Currency for Public Liability Insurance are required to be forward to Council with this application.

OFFICE BEARERS DETAILS

Organisation Contact No. 1				
Contact Name:				
Position / Title:				
Postal Address				
			P/C:	
Telephone:	BH:		Mobile:	
Email:				

Organisation Contact No. 2				
Contact Name:				
Position / Title:				
Postal Address				
			P/C:	
Telephone:	BH:		Mobile:	
Email:				

GROUND / RESERVE USAGE

Please ensure that you complete this form for each ground/reserve you are applying for.

Ground/Reserve Requested:	

Proposed activity for requested ground:

Athletics ☐ Baseball ☐ Football ☐ Gridiron ☐ Rugby ☐ Soccer ☐ Round Robin ☐
Concert ☐ Cricket ☐ Walk ☐ Cross Country ☐ Inter School/Assoc Activities ☐
Other ☐ (please specify)

Number of Teams Using This Ground:

	Team Description	Number of Teams
No. of Junior Teams (e.g. 2 teams of grade 4)		
No. of Senior Teams (e.g. 2 teams of year 8 or adults)		
	Total Teams:	

Dates/Days and times Ground/Reserve is required:

Day	Dates:	Time: (e.g 4pm – 7pm)
☐ Monday		
☐ Tuesday		
☐ Wednesday		
☐ Thursday		
☐ Friday		
☐ Saturday		
☐ Sunday		

PAVILION USAGE

Pavilion Requested:	

Dates/Days and times Pavilion (Inc Sound Shell) is required:

Day	Dates:	Time: (e.g 4pm – 7pm)
☐ Monday		
☐ Tuesday		
☐ Wednesday		
☐ Thursday		
☐ Friday		
☐ Saturday		
☐ Sunday		

Application Checklist
Your application for use of a Council Facilities should be accompanied by the following documentation:

- Copy of the Organisation's Certificate of Currency for Public Liability Insurance
- Copy of the Organisation's Liquor License *(if applicable)*
- Copy of the Organisation's Food Handling Licence *(if applicable)*
- Copy of any vendor's/contractor's Certificate of Currency for Public Liability Insurance *(if applicable)*
- Copy of any vendor's/contractor's Food Handling Certificate *(if applicable)*

In making this Application the organisation expressly acknowledges and agrees that:

1. Its office bearers have fully read and understand Council's Seasonal and Casual Pricing Schedule and Sporting Facilities User Guide.
2. The organisation, its office bearers, members and anyone associated with it including anyone it invites or allows to be on or use the Council facility will fully comply with all of the requirements of the Seasonal and Casual Pricing Schedule and Sporting Facilities User Guide.
3. The organisation's office bearers will properly communicate the requirements of the Seasonal and Casual Pricing Schedule and Sporting Facilities User Guide to all persons mentioned in point 2 above and will generally ensure Council's requirements are fully observed and complied with.
4. If Council accepts this Application it does so in good faith relying upon the information contained in this Application and any additional information provided by the organisation.
5. If Council accepts this Application the Agreement for Use is formed, in order of precedence, by any special conditions of use Council may impose in writing, the Seasonal and Casual Pricing Schedule (and any documents referred to therein) and this Application.
6. The organisation has been provided with adequate opportunity to seek its own legal or other advice in relation to the Seasonal and Casual Pricing Schedule and Sporting Facilities User Guide and this Application.
7. If Council accepts this Application the organisation will, in accordance with the Sporting Facilities User Guide without derogating from any other obligations of the organisation under the Seasonal and Casual Pricing Schedule and Sporting Facilities User Guide -
   a. indemnify Council against and hold Council harmless from any and all claims in relation to the seasonal or casual use in accordance with section 2.2.3 of the Sporting Facilities User Guide.
   b. put in place and maintain the insurance arrangements required by Council for the whole period of use in accordance with section 2.2 of the Sporting Facilities User Guide and Council's letter of acceptance; and
   c. promptly pay all Fees and Charges and bond monies in accordance with section 3 of the Sporting Facilities User Guide and to otherwise pay on demand and any additional money properly claimed by Council under the Seasonal and Casual Pricing Schedule.
8. **Privacy Collection Statement:** Council is collecting the information on this form for the purpose of registering and administering your application. The information may also be used to send you Council newsletters, details of Council activities, to ascertain your satisfaction with Council services and to release information to the public for enquiries about your club e.g. new membership etc. Your information will automatically by used in the manner described above unless you specifically indicated NO (by checking the box).
   a. Council activities - receipt of information ☐ No
   b. Release of information to public ☐ No

   The information will not otherwise be disclosed except as required by law. In particular, the information will not be disclosed to others for marketing purposes. If you fail to provide this information (*i.e. information on the application form*) your application may not be processed.

In making this Application I certify that I hold the office of _____

within the organisation and am properly authorised by the organisation and in accordance with its constitution to make this application for and on behalf of the organisation:

Signed:		Date:	
Print Name:			

Witness Signed:		Date:	
Print Name:			

Form to be returned to:
Sport & Community Liaison Officer
Maroondah City Council
PO BOX 156
RINGWOOD 3134
Fax: 03 9298 4345

APPENDIX 3. Community Facilities Pricing Policy & Seasonal and Casual Pricing Schedule

Community Facilities Pricing Policy

Leisure, Culture & Youth Services

Policy Number: LCY 10-02 10/230676

1. Introduction

Maroondah City Council (Council) owns or manages an extensive network of sports fields, pavilions, open space, halls, meeting rooms and other facilities on behalf of the community. Council views the sustainable use of these facilities as integral to the Maroondah community having equitable access to a wide range of leisure, cultural and educational opportunities and to enhancing the sense of community within Maroondah. Council encourages the use of these facilities by supporting and subsidising the many groups that use them.

It is Council's intention that when it charges a user for the use of a community facility the charge will be reasonable, transparent and equitable. This Policy framework contains the rationale and principles that will underpin Council's pricing of community facilities.

2. Purpose

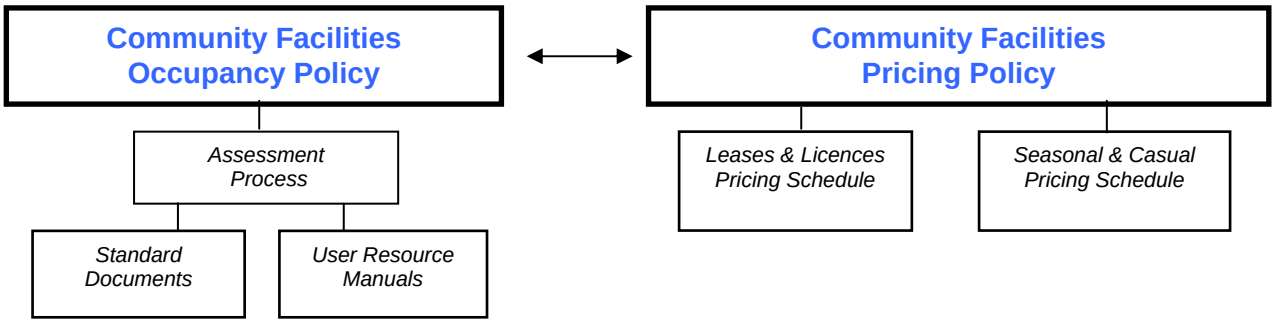
The Community Facilities Pricing Policy ('the Policy') provides an overarching framework containing principles that guide the pricing of Council owned or managed community facilities and ensures a consistent and transparent approach to the pricing of such facilities. It is the aim of the Policy that users of community facilities will understand what they are paying for, why they are paying and are confident that other user groups in similar situations are also contributing in a consistent manner.

The Policy provides the basis and principles from which more detailed schedules have been developed:

- *Seasonal and Casual Pricing Schedule*
- *Leases and Licences Pricing Schedule*

The specific detail about how fees for user groups will be determined is contained within these more detailed documents.

The Pricing Policy directly aligns with Council's Community Facilities Occupancy Policy. All applications for use of a Council owned or managed facility are initially assessed against the Community Facilities Occupancy Policy for suitability, type of arrangement and length of tenure, then applications are referred to the Community Facilities Pricing Policy to determine the rate of rental.



3. Objectives

The objectives of the Policy are:

1. To establish principles for the determination of fees and charges.

2. To determine subsidy levels for Leased, Licensed and seasonal use of Council owned Community facilities.

3. To ensure accountability to the community through an equitable and transparent pricing structure.

4. Strategic Context

This Policy is aligned with, and is supported by, the following Council documents within the context of Council's Planning, Resource Allocation & Review Framework.:

Community Facilities Occupancy Policy
The Occupancy Policy directly aligns with the Community Facilities Pricing Policy and are utilised concurrently to assess requests for occupancy of Council Land. The Occupancy Policy component determines whether the request is approved, the type of agreement and length of tenure.

Council Plan 2009 - 2013
The Council Plan sets out strategies for the next four years and takes into account what Council needs to undertake in these four years to achieve the long-term vision described in *Maroondah 2025 - A Community Planning Together*. The Council Plan is reviewed every year to ensure it reflects changing times and needs.

Leisure Services Strategic Plan 2009 - 2013
The Plan identifies key issues and considerations that have influenced or have the potential to influence the planning and provision of leisure within Maroondah. Recommendations include the review and redevelopment of the Community Facilities Pricing Policy to ensure the fair and equitable allocation of resources.

Open Space Strategy 2005
The Open Space Strategy guides the planning, development and management of public parks, reserves and open space in Maroondah. The strategy identifies core service levels for the function and catchment level of open space and outlines future development opportunities which may potentially impact on the categorisation of facilities.

Disability Policy and Action Plan 2008- 2012
The aim of the Disability Policy and Action Plan is to facilitate the inclusion, empowerment and independence of people with disabilities in Maroondah and has informed Council's decision regarding fees subsidies for specific populations.

Community Engagement Policy 2008
The Community Engagement Policy recognises Council's commitment to engaging the Maroondah community in decision making processes and establishes a consistent framework for participatory practices.

Community Wellbeing Plan 2009-2013
The Plan has been developed with the purpose of providing direction and guidelines for working towards an optimal state of health, safety and wellbeing for the Maroondah community.

5. Definitions

Terms within the Policy requiring definition or explanation are:

Casual Use
Casual use permits allow persons or organisations to use parkland, buildings, meeting rooms and sporting facilities within the Municipality for casual use, one-off or specific occasions.

Regular Hire
Any group, individual or organisation that hires a community meeting space on an ongoing basis for a specified minimum number of bookings.

Deed of Delegation
Council's delegation of power and authority to a Committee of Management under the provisions of Section 86 of the Local Government Act 1989. These Special Committees of Management manage Council owned facilities on behalf of Council

Lease
A lease is a contract under which a tenant (or lessee) is granted exclusive possession of property for an agreed period, usually in return for rent.

Licence
A licence is a form of permission to enter and use land or land/facility for an agreed purpose for a stated period. The licensee does not have exclusive use of the land allowing Council to allocate other user groups or allow general public to use the facility at other times.

Season Allocation
Allocation of Council facilities to sporting clubs for either the Summer or Winter playing season each year.

Commercial
An organisation, including incorporated body, co-operative society, partnership or sole trader conducting activities for the purposes of deriving a financial return to the proprietors or shareholders.

Community
A not for profit-organisation that exists exclusively for charitable purposes or as an amateur sporting group, arts, craft or other special interest group established for the benefit of the community of the Maroondah City Council. Primarily voluntary staff and/or committee.

Community Service Not for profit
An organisation which provides services to the Maroondah Community, consisting of primarily paid staff and returns all profits into the operation of the organisation to carry out its purposes.

6. SCOPE

The Policy extends to all Council-owned facilities and grounds as detailed below:

- Council Owned Community Halls
- Community Centres
- Kindergartens
- Senior Citizens Centres
- Sporting Pavilions
- Sports Grounds and sporting activity surfaces
- Scout and Guide Halls
- Facilities managed by Council Special Committees of Management
- Maroondah Federation Estate

Leases and Licences may relate to land or land and facilities owned by Council, managed by Council on behalf of another government department where Council has been appointed the Committee of Management eg VicRoads or Crown Land.

Leases that have a component of commercial activity are also covered by the Policy where the group holding the lease is a registered not for profit community organisation.

Exclusions
This Policy does not include the Karralyka Centre or facilities managed by Maroondah Leisure (eg Croydon Leisure Centre, Maroondah Indoor Sports Centre, Croydon Memorial Pool, Ringwood Aquatic Centre, Dorset and Ringwood Public Golf Courses). The Policy also excludes commercial property.

7. PRINCIPLES

The principles set out below will be used by Council to determine the fees to be charged for the use of the Council facilities to which this Policy applies.

1. *Reasonable Contribution / Commensurable*
Fees will be set at levels that reflect a reasonable contribution toward the cost to Council of maintaining a facility and set at a level that properly managed user groups can afford.

2. Transparent
Fees will be documented in a manner that users and the community can understand eg how the fees have been calculated and why the level of fee imposed has been charged.

3. *Fair and Equitable*
Users of Council facilities will be charged usage fees that are consistent with the usage fees charged to other users of the same or similar facilities where those users are in similar circumstances

4. Different Rates & Charges for Different Users & Standards of Facility
A scale of different charges will apply to commercial, government, community and private users.

5. Promoting Participation
Fees charged will reflect Council's commitment to supporting and promoting the participation of population groups that are usually under-represented in civic and community life.

6. *Annual Increase*
All pricing within this Policy will increase annually to ensure that users continue to make a reasonable contribution to the maintenance and renewal of Council Community Facilities.

8. POLICY REVIEW

The Policy will be reviewed every four years and will be monitored in relation to priorities identified in the Council Plan.

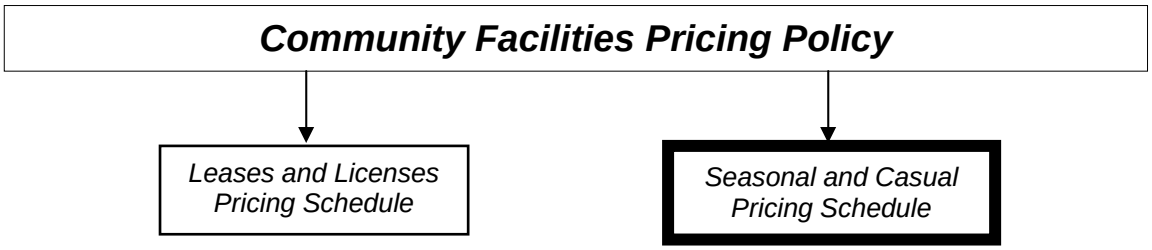
Policy Authorised:	**Endorsement November 2010**
Expiry Date (if any):	

SEASONAL AND CASUAL PRICING SCHEDULE

1 INTRODUCTION

This document for the pricing of Council sporting facilities and pavilions is aligned with the Maroondah City Council ***Community Facilities Pricing Policy*** and the ***Sporting Facilities User Guide***.

The ***Community Facilities Pricing Policy*** provides an overarching framework containing principles that guide the pricing for the use of Council-owned community facilities and ensures a consistent and transparent approach to the pricing of such facilities.



It is recommended that this Schedule be read in conjunction with the following Council documents:

- *Community Facilities Pricing Policy*
- *Sporting Facilities User Guide*

These documents can be downloaded from Council's website www.maroondah.vic.gov.au

2 SCOPE

This Schedule applies to the following facilities owned by Maroondah City Council:

- Sports Grounds/Fields
- Pavilions
- Turf Wickets
- Athletics Tracks

These facilities are itemised in Appendix 3.

3 UNDERSTANDING SEASONAL AND CASUAL CHARGES

Council subsidises the use of facilities to support community organisations and to encourage their use. All charges (seasonal, casual, school and commercial) are calculated to recover a proportion of Maroondah City Council's annual maintenance expenditure.

There is a seasonal charge for sports grounds and a seasonal charge for pavilions. Both charges are related to the quality of the facility and the intensity of the maintenance schedule applied to that facility. Council has set the seasonal charges for the next four years commencing from the 2011 winter season. A Tenant Club will either be charged the set fee for the allocated ground and pavilion as detailed in this schedule or the previous fee charged for the same ground or pavilion, whichever is the greater.

All charges within the schedule include Goods and Services Tax (GST).

4 MAINTENENCE DEFINITION / SCOPE

Detailed below are the activities undertaken by Council in maintaining Council owned and managed community facilities:

1. Sports Ground Maintenance:-

   Sports ground maintenance is defined as those re-current maintenance costs which are required to ensure that the standard of the sports ground is maintained.

   These costs relate to:-

   - Grass cutting
   - Mowing
   - Weeding
   - Drainage and sprinkler management
   - Fertilising and over sowing
   - Levelling of surface
   - Soil management – verti draining and slicing
   - Materials and labour
   - Water

2. Pavilion Maintenance :-

   Pavilion maintenance is defined as those maintenance costs which are required for the day to day management / maintenance of Council Pavilions.

   These costs relate to all building maintenance, which includes: -

- Structural (building movement, building frame etc)
- External (ie painting, plumbing, doors etc)
- Cyclic inspection – emergency lights, exit signs and fire extinguishers
- Vandalism and graffiti removal
- Sewerage and storm water drains
- Services (hot water and gas)
- Capital renewal

5 SPORTS GROUNDS

5.1 Sports Ground Classifications

Sports grounds are classified into one of three categories (A, B and C) with 'A' being the highest quality ground with the more intensive maintenance schedule (charged at the highest rate) and 'C' being the lowest standard ground with a less intensive maintenance schedule (charged at a lower rate). Each category will correspond to a set charge for use.

The criteria under which sports grounds are rated are detailed in section 5.2 (below) and include:

a. The cost involved in maintaining a sporting surface to the standard required for the sport.

b. The presence of irrigation and/or underground drainage system.

c. The standard of support structures (eg fencing, training lights, coaches boxes, etc)

d. The schedule of maintenance intervention

5.2 Sports Ground Categories

Category A

- Training lights
- Extensive underground drainage system
- Automatic irrigation system
- Synthetic or turf wicket
- Highly maintained playing surface
- High quality support structures (eg coaches boxes, scoreboards, dugouts)

Category B

- Training lights
- Limited drainage system
- Irrigation system
- Synthetic wicket
- Good quality playing surface
- Good support structure (eg coaches boxes, scoreboards, dugouts)

Category C

- Minimal training lights
- Minimal or no drainage/irrigation system
- Synthetic wicket
- Reasonable quality playing surface
- Reasonable support structures (eg coaches boxes, scoreboards, dugouts)

Note: Facilities that meet the majority of the listed criteria will be placed within that category

5.3 Seasonal Sports Ground Charges

A Tenant Club will either be charged the set fee for the allocated ground as detailed below or the previous fee charged for the same ground, whichever is the greater. Charges indicated below reflect the charge **per season** (summer or winter) including GST.

Type of Use	Category A Ground				Category B Ground				Category C Ground			
	2011/12	2012/13	2013/14	2014/15	2011/12	2012/13	2013/14	2014/15	2011/12	2012/13	2013/14	2014/15
Full Seasonal Charge (Full use fee)	$1320	$1430	$1650	$1760	$825	$990	$1100	$1320	$550	$605	$660	$715
Juniors - *Different ground to seniors (50% Fee reduction)*	$660	$715	$825	$880	$412	$495	$550	$660	$275	$302	$330	$357
Veterans/Older Adults *(50% Fee reduction)*	$660	$715	$825	$880	$412	$495	$550	$660	$275	$302	$330	$357
Disability Programs *(50% Fee reduction)*	$660	$715	$825	$880	$412	$495	$550	$660	$275	$302	$330	$357
Match or Training Only *(50% Fee reduction)*	$660	$715	$825	$880	$412	$495	$550	$660	$275	$302	$330	$357

Training Only Seasonal Charge
This charge is for grounds or facilities used solely for training, for a maximum of 2 training sessions (up to 3 hours per session) per week during a season.

Match Only Seasonal Charge
This charge is for grounds used solely for games either on a Saturday only or a Sunday only (i.e. one use per week).

NOTE: In the event that Council reallocates a ground e.g. due to ground renovation being carried out, the lower charge will apply. For example, if a Tenant Club is usually allocated an A ground but is re-allocated a C ground, a charge for the C ground will apply. Alternatively, if a Tenant Club is usually allocated a C ground and is reallocated to an A ground – the C ground charge will apply.

Finals Match Charge
Finals matches are at no charge to the Tenant Club if they involve Maroondah Clubs. The following charges apply to finals matches that do not involve Maroondah Clubs. For details and conditions relating to finals matches, please refer to the *Sporting Facilities User Guide*

Type of use	Category A Ground				Category B Ground				Category C Ground			
	2011/12	2012/13	2013/14	2014/15	2011/12	2012/13	2013/14	2014/15	2011/12	2012/13	2013/14	2014/15
Non Maroondah Clubs Match Charge *(20% of full fee)*	$264	$286	$330	$352	$165	$198	$220	$264	$110	$121	$132	$143

5.4 School Use of Sports Grounds

The application process and use of sports grounds by schools is subject to the conditions outlined in the *Sporting Facilities User Guide*. Schools will be charged the subsidised rates in the table below, based on recovery of a percentage of annual maintenance costs. The same charges apply to both government and non-government schools.

Schools wishing to apply for use of a sports ground will need to complete an *Application to Use Council Facilities Casual Use by School/Association* form. This form can be downloaded from Council's website www.maroondah.vic.gov.au

Type of Use	Category A Ground				Category B Ground				Category C Ground			
PRIMARY SCHOOLS												
	2011/12	**2012/13**	**2013/14**	**2014/15**	**2011/12**	**2012/13**	**2013/14**	**2014/15**	**2011/12**	**2012/13**	**2013/14**	**2014/15**
Maroondah Prim. Schools *Casual use*	No charge				No charge				No charge			
SECONDARY SCHOOLS												
Maroondah Sec. Schools *Casual use and limited use*	$66	$71	$82	$88	$41	$49	$55	$66	$27	$30	$33	$36
Maroondah Sec. Schools *Weekly term bookings*	$330	$357	$412	$440	$206	$247	$275	$330	$137	$151	$165	$178
Maroondah Interschool Tournaments *All day use–multiple schools*	$132	$143	$165	$176	$82	$99	$110	$132	$55	$60	$66	$71
EXTERNAL PRIMARY AND SECONDARY SCHOOLS												
External Schools outside of the municipality*	$132	$143	$165	$176	$82	$99	$110	$132	$55	$60	$66	$71

*No round robins/ tournaments permitted for schools outside the municipality

5.5 Commercial and Private Use of Sports Grounds

The commercial and private use of sports grounds is subject to the application process and conditions outlined in the *Sporting Facilities User Guide.*

Commercial and private users wishing to use a sports ground will need to complete an *Application to Use Council Facilities Casual Use* form. This form can be downloaded from Council's website www.maroondah.vic.gov.au

For the purpose of hiring sports facilities in Maroondah, a commercial user or private user is considered to be an organisation, including incorporated body, co-operative society, partnership or sole trader conducting activities for the purpose of deriving a financial return to the proprietors or shareholders. The commercial rate will also apply to an individual hiring a sports ground for personal use.

Type of use	Category A Ground				Category B Ground				Category C Ground			
	2011/12	**2012/13**	**2013/14**	**2014/15**	**2011/12**	**2012/13**	**2013/14**	**2014/15**	**2011/12**	**2012/13**	**2013/14**	**2014/15**
Commercial/Private Casual use *Single session (20% of full seasonal fee)*	$264	$286	$330	$352	$165	$198	$220	$264	$110	$121	$132	$143
Personal Training *Seasonal booking (Full seasonal fee)*	$1320	$1430	$1650	$1760	$825	$990	$1100	$1320	$550	$605	$660	$715

5.6 Community Service Not For Profit Use of Sports Grounds

For the purpose of hiring sports facilities in Maroondah, an organisation which provides services to the Maroondah community, consisting of primarily paid staff and returns all profits into the operation of the organisation to carry out its purposes

Community Service Not For Profit users wishing to apply for use of a sports ground will need to complete an *Application to Use Council Facilities Casual Use.* This form can be downloaded from Council's website www.maroondah.vic.gov.au

Type of use	Category A Ground				Category B Ground				Category C Ground			
	2011/12	2012/13	2013/14	2014/15	2011/12	2012/13	2013/14	2014/15	2011/12	2012/13	2013/14	2014/15
One off/casual use *Single session* *(10% of full fee)*	$132	$143	$165	$176	$82.50	$99	$110	$132	$55	$60.50	$66	$71.50
Full Seasonal Charge *Summer or winter season*	$1320	$1430	$1650	$1760	$825	$990	$1100	$1320	$550	$605	$660	$715

6 TURF WICKETS

Council subsidises up to 80% of the cost of preparation of turf wickets for each Tenant Club requiring such facilities. The following turf wickets will therefore incur a pre-determined charge in addition to the seasonal allocation charge for that ground.

Ground	Turf Wicket	Practice Wicket	Seasonal Charge			
			2011/12	2012/13	2013/14	2014/15
Croydon Park	✔	✔	$5060	$5566	$5819	$6325
Jubilee Park # 1 Oval	✔	✔	$5504	$6054	$6329	$6880
Fred Geale Oval	✔		$3146	$3460	$3618	$3932

The following turf wickets are maintained by the Tenant Club allocated the ground for the season, and therefore the maintenance costs are borne by the Club.

- H.E. Parker Reserve # 1
- Jubilee Park # 2 Oval
- Proclamation Park # 1

Any additional requirement of turf wickets, outside the normal allocation, may incur an additional fee. Council will prepare match and practice wickets for the semi finals and finals of yearly competition at no charge to the Tenant Club if they involve Maroondah clubs. The following allocation conditions will also apply:

- The Country Week event will be considered as a Club event, therefore no cost will be applied for turf wicket preparation (note, Clubs **must** apply for additional matches associated with Country Week and similar, Charity Matches etc, as these matches are not within allocated hours of tenancy);

- For visiting internationals, state teams or exhibition matches a fee of $110.00 (including GST) will apply for centre wicket preparation. The cost will be $200.00 (including GST) if practice wickets are also required.

7 ATHLETICS TRACKS

Council owns and maintains 2 athletics tracks that are equipped to meet the needs of users by providing an all weather surface, marked tracks, spectator seating and pavilions. AC Robertson Athletics Field is managed on behalf of Council by the AC Robertson Field Special Committee of Management. The Committee sets and administers the charges for the facility in line with the industry benchmark. Please refer to the Committee's Bookings Officer for current rates.

Town Park Athletics Track

Town Park Athletics Track is managed directly by Council. The following fees apply for the use of the Track:

Type of use	Casual Charge			
	2011/12	2012/13	2013/14	2014/15
Casual Use - Maroondah based organisations	$30/hr	$32	$34	$36
Casual Use - Organisations based outside municipality	$45/hr	$48	$51	$54
Full Day Casual Use - Single Maroondah organisation	$110	$117	$124	$131
Full Day Casual Use - Single Non Maroondah organisation	$165	$175	$186	$197
Interschool Carnival - Maroondah organisations	$150	$159	$169	$179
Interschool Carnival - Non Maroondah organisations	$225	$239	$253	$268

For seasonal usage of the Town Park Athletics Track please refer to the seasonal charge for category C ground - Section 5.3

8 RINGWOOD SOCCER PITCH

Ringwood Soccer Pitch is managed directly by Council. The following fees apply for the use of the Pitch:

Type of use	2011/12	2012/13	2013/14	2014/15
Commercial and Private Use: Academy's/Business				
Pitch	$60	$64	$68	$72
Pitch & Change Rooms	$70	$74	$79	$84
Pitch & Lights	$80	$84	$89	$94
Pitch, Lights, Change Rooms	$85	$89	$94	$99
External Soccer Clubs/FFV & Eastern Rep				
Pitch	$45	$48	$51	$54
Pitch & Change Rooms	$50	$53	$56	$59
Pitch & Lights	$60	$63	$66	$69
Pitch, Lights, Change Rooms	$65	$68	$71	$74
Maroondah Soccer Clubs				
Pitch	$30	$32	$34	$36
Pitch & Change Rooms	$35	$37	$39	$41
Pitch & Lights	$45	$48	$49	$51
Pitch, Lights, Change Rooms	$50	$52	$54	$56

School Hire (Single Use)

	2011/12		2012/2013		2013/14		2014/15	
	PRIMARY		**PRIMARY**		**PRIMARY**		**PRIMARY**	
	Maroondah	External	Maroondah	External	Maroondah	External	Maroondah	External
Pitch	$30	$45	$32	$48	$34	$51	$36	$54
Pitch & Change Rooms	$35	$50	$37	$53	$39	$56	$41	$59
	2011/12		**2012/2013**		**2013/14**		**2014/15**	
	SECONDARY		**SECONDARY**		**SECONDARY**		**SECONDARY**	
	Maroondah	External	Maroondah	External	Maroondah	External	Maroondah	External
Pitch	$30	$45	$32	$48	$34	$51	$36	$54
Pitch & Change Rooms	$35	$50	$37	$53	$39	$56	$41	$59

For seasonal usage of the Ringwood Soccer Pitch please refer to the seasonal charge for category A ground - Section 5.3

9 PAVILIONS

9.1 Pavilion Classifications

Pavilions are classified according to their quality and facilities, with 'A' being the highest quality pavilion with the most amenities (charged at the highest rate) and 'C' being the lowest quality pavilion with minimal amenities. Each category will correspond to a set fee for use.

The criteria under which pavilions are classified are detailed in section 8.2 (below) and include:

a. The cost involved in maintaining the pavilion to an appropriate standard

b. The number and standard of amenities (eg change rooms, kiosk, office space, etc)

c. The capacity to raise income (eg social rooms, kiosk, bar facilities, etc).

9.2 Pavilion Categories

Category A
- Large multi-purpose area
- Change facilities
- Kitchen / kiosk facilities
- Full bar facilities
- Toilets
- Additional support facilities/infrastructure (ie first aid room, office space, gymnasium)

Category B
- Small / medium multi purpose area
- Change facilities
- Kitchen / kiosk facilities
- Limited/restricted bar facilities
- Toilets
- Limited additional support facilities/infrastructure (ie first aid room, office space, etc)

Category C
- Small hall / room
- Limited change facilities
- Limited kitchen / kiosk facilities
- Toilets
- Limited or no additional support facilities/infrastructure

Note: Facilities that meet the majority of the listed criteria will be placed within that category.

9.3 Seasonal Pavilion Charges

A Tenant Club will either be charged the set fee for the allocated pavilion as detailed below or the previous fee charged for the same pavilion, whichever is the greater. Charges indicated below are the seasonal charges (summer or winter)

Type of use	Category A Pavilion				Category B Pavilion				Category C Pavilion			
	2011/12	2012/13	2013/14	2014/15	2011/12	2012/13	2013/14	2014/15	2011/12	2012/13	2013/14	2014/15
Full Seasonal Charge *Summer or winter season*	$935	$1100	$1320	$1430	$550	$660	$825	$880	$440	$440	$440	$495
Juniors, Veterans/Older Adults, Disability Programs, Match/Training Only *(50% Fee reduction)*	$467	$550	$660	$715	$275	$330	$412	$440	$220	$220	$220	$247

10 REVIEW

Facilities and sports ground categories are re-assessed on an annual basis as the standard of a facility may be improved through Council's Capital Works Program. Facilities that receive significant improvement works may be upgraded to a higher category. Regular tenant groups of these facilities will be given advanced warning of an upgrade to allow them time to incorporate any fee increases into their seasonal budget and business planning.

Council also reserves the right to increase fees if required.

The overarching Community Facilities Pricing Policy and the Seasonal and Casual Pricing Schedule will be reviewed every four years and will be monitored in relation to priorities identified in the Council Plan.

Appendix 1

Sports Grounds and Categories in Maroondah

Facility	Cat A	Cat B	Cat C	Turf Wickets
Ainslie Park			✔	
Arrabri Reserve			✔	
Barngeong Reserve # 1 Oval			✔	
Barngeong Reserve # 2 Oval			✔	
Barngeong Reserve # 3 Oval			✔	
Barngeong Reserve Baseball # 1 Field			✔	
Barngeong Reserve Baseball # 2 Field			✔	
Belmont Park			✔	
Cheong Park	✔			
Croydon Park	✔			✔
Dorset Reserve (east & west ovals)			✔	
Dorset Reserve (southern pitches)			✔	
Dorset Soccer Ground	✔			
East Ringwood Reserve #1 Oval	✔			
East Ringwood Reserve #2 Oval			✔	
Eastfield Park (Bensons Oval)			✔	
Fred Geale Oval	✔			✔
Glen Park			✔	
Gracedale Park			✔	
Greenwood Park			✔	
Griff Hunt Reserve # 1 Oval / Rugby Pitch	✔			
Griff Hunt Reserve # 2 Oval / Rugby Pitch	✔			
HE Parker Reserve # 1 Oval		✔		✔ *
HE Parker Reserve # 2 Oval			✔	
Heathmont Reserve	✔			
Hughes Park	✔			
Jubilee Park # 1 Oval	✔			✔
Jubilee Park # 2 Oval		✔		✔ *
Lipscombe Park			✔	
Manson Reserve # 1 Oval (fenced)		✔		
Manson Reserve #2 Oval (dog club side)			✔	
Manson Reserve # 3 (soccer pitches)			✔	
Mullum Mullum Reserve # 1 Oval	✔			
Mullum Mullum Reserve # 2 Oval			✔	
North Ringwood Reserve		✔		
Peter Verges Reserve			✔	
Proclamation Park (Baseball # 1 Field)		✔		
Proclamation Park (Baseball # 2 Field)			✔	
Proclamation Park (Cricket # 1 Field)			✔	
Proclamation Park (Cricket # 2 Field)			✔	
Quambee Reserve # 1 Oval	✔			
Quambee Reserve # 2 Oval		✔		
Quambee Reserve # 3 Oval			✔	
Richard Silcock Reserve (northern)	✔			
Richard Silcock Reserve (southern)		✔		
Springfield Park Gridiron / Soccer Pitch			✔	
Town Park Interior of Athletics Track			✔	
Ringwood Soccer Pitch (Jubilee Park)	✔			

*NB Turf wickets marked with an asterisk * are maintained by the club/s allocated this ground*

Appendix 2

Pavilions and Categories in Maroondah

Location	Cat A	Cat B	Cat C
Ainslie Park		✔	
Barngeong Reserve – Baseball Club Facility		✔	
Barngeong Reserve – Football Club Facility			✔
Belmont Park		✔	
Cheong Park	✔		
Croydon Park	✔		
Dorset Soccer	✔		
East Ringwood Reserve		✔	
Eastfield Park (Bensons Pavilion)		✔	
Eastfield Park – Pony Club Facility			✔
Glen Park		✔	
Griff Hunt		✔	
HE Parker – Pavilion		✔	
HE Parker - Netball Facility		✔	
Heathmont Reserve (AJ Lavis)	✔		
Hughes Park - Pavilion	✔		
Jubilee Park (RO Spencer)	✔		
Jubilee Park # 2		✔	
Manson Reserve – Pavilion		✔	
Mullum Mullum Reserve (WO Pratt)	✔		
Nth Ringwood Reserve	✔		
Proclamation Park – Athletics Rooms		✔	
Proclamation Park – Baseball Rooms			✔
Quambee Reserve	✔		
Silcock Reserve – Soccer/Cricket		✔	
Silcock Reserve – Dog Club	✔		
Springfield Park	✔		
Town Park (Fred Geale Oval Pavilion)			✔
Town Park (Athletics Clubrooms)		✔	
Ringwood Soccer Pitch (Jubilee Park)	✔		

Appendix 3

MAROONDAH CITY COUNCIL SPORTING FACILITIES

SPORTS FIELDS

Ainslie Park
Arrabri Reserve
Barngeong Reserve # 1 Oval
Barngeong Reserve # 2 Oval
Barngeong Reserve # 3 Oval
Barngeong Reserve Baseball # 1 Field
Barngeong Reserve Baseball # 2 Field
Belmont Park
Cheong Park
Croydon Park
Dorset Reserve (east & west ovals)
Dorset Reserve (southern pitches)
Dorset Soccer Pitch
East Ringwood Reserve # 1 Oval
East Ringwood Reserve # 2 Oval
Eastfield Park *(Bensons Oval)*
Fred Geale Oval
Glen Park
Gracedale Park
Greenwood Park
Griff Hunt Reserve # 1 Oval/Rugby Pitch
Griff Hunt Reserve # 2 Oval/Rugby Pitch
HE Parker Reserve # 1 Oval
HE Parker Reserve # 2 Oval
Heathmont Reserve
Hughes Park
Jubilee Park # 1 Oval
Jubilee Park # 2 Oval
Lipscombe Park
Manson Reserve # 1 Oval (fenced)
Manson Reserve # 2 Oval (dog club side)
Manson Reserve # 3 (soccer pitches)
Mullum Mullum Reserve # 1 Oval
Mullum Mullum Reserve # 2 Oval
Nth Ringwood Reserve
Peter Verges Reserve
Proclamation Park (Baseball # 1 Field)
Proclamation Park (Baseball # 2 Field)
Proclamation Park (Cricket # 1 Field)
Proclamation Park (Cricket # 2 Field)
Quambee Reserve # 1 Oval
Quambee Reserve # 2 Oval
Quambee Reserve # 3 Oval
Richard Silcock Reserve (northern)
Richard Silcock Reserve (southern)
Springfield Park Gridiron / Soccer Pitch
Town Park - Interior of Athletics Track
Ringwood Soccer Pitch (Jubilee Park)

SPORTING PAVILIONS

Ainslie Park
Barngeong Reserve – Baseball Club Facility
Barngeong Reserve – Football Club Facility
Belmont Park
Cheong Park
Croydon Park
Dorset Soccer
East Ringwood Reserve
Eastfield Park (Bensons Pavilion)
Eastfield Park – Pony Club Facility
Glen Park
Griff Hunt
HE Parker – Pavilion
HE Parker - Netball Facility
Heathmont Reserve (AJ Lavis)
Hughes Park - Pavilion
Jubilee Park (RO Spencer)
Jubilee Park # 2
Manson Reserve – Pavilion
Mullum Mullum Reserve (WO Pratt)
Nth Ringwood Reserve
Proclamation Park – Athletics Rooms
Proclamation Park – Baseball Rooms
Quambee Reserve
Silcock Reserve – Soccer/Cricket
Silcock Reserve – Dog Club
Springfield Park
Town Park (Fred Geale Oval Pavilion)
Town Park (Athletics Clubrooms)
Ringwood Soccer Pitch (Jubilee Park)

TURF WICKETS *(maintained by Council)*

Croydon Park
Jubilee Park # 1
Fred Geale Oval

ATHLETICS TRACKS

Town Park Athletics Track
AC Robertson Sports Field

APPENDIX 4. - Temporary signage on Council reserves policy – Maroondah Planning Scheme Amendment C65

22.15 SIGNAGE ON COUNCIL RESERVES

11/12/2008
C65

This policy applies to the construction and display of signage on Council Reserves identified as Category 3 in the Schedule to Clause 36.02 in the Maroondah Planning Scheme.

22.15-1 Policy basis

11/12/2008
C65

The Municipal Strategic Statement (MSS) recognises that a high quality urban environment has enormous intrinsic value and attracts residents, businesses, industry and investment to the municipality. The MSS states that to ensure the ongoing development of a quality and attractive built environment, signage that is located in and visible from public areas must present a coordinated and high quality image.

Maroondah's open space reserves are vital for providing the community with access to a range of facilities to meet the recreational needs of the community. It is important that any signage on these reserves complements the role of the reserve and does not detract from the quality urban environment of Maroondah.

22.15-2 Objectives

11/12/2008
C65

The objectives of this policy are:

- To provide for sponsorship signage for community based sporting clubs in locations and a manner that complements the role of the reserve.
- To ensure that signage complements and enhances the appearance and amenity of the natural and built environment of the reserve and surrounding area.
- To ensure that signage is well designed and well maintained to make a positive contribution to the appearance of buildings, streetscapes and the environment.
- To coordinate the placement of signage on reserves and associated facilities to minimise clutter, avoid unnecessary duplication and improve the reserves attractiveness and function.
- To encourage well-designed temporary and match-day signage in a wider range of potential locations than seasonal or permanent signage.
- To provide for equity in the placement and display of signage that is directly linked to the seasonal allocations of the ground.

22.15-3 Policy

11/12/2008
C65

It is policy that:

- All signs are maintained to the satisfaction of the responsible authority.
- All signs are securely fastened and kept free from graffiti.
- The months in which sporting clubs sponsorship signage is displayed is related to the seasonal allocation of the ground.

Signage design and type

- The size, height, and design of signage are compatible with the natural and built environment of the reserve and surrounding area.
- Subdued tones are encouraged.
- Appropriate colours are encouraged.
- Illuminated and/or animated signs should not be used.

- Pole signs should not be used.
- Reflective construction materials should not be used.
- High wall signs should not be used.

Signage location

- Signage should be located so as to be visible only to persons attending the organised sports activities on the reserve.
- Permanent or seasonal signage should not be visible from the surrounding roads, streets or residential areas, but match-day signage may be visible if it meets signage design and type requirements.
- Signage is displayed in a coordinated manner and should not detract from the reserve.
- The protection of views into and within public areas should be maintained and enhanced.
- Desirable locations for signage that meets other location requirements are shown in Plan 1 that forms part of this policy.

22.15-4 Application requirements

11/12/2008
C65

The following information is to accompany an application for signage:

- A description of the sign(s) and its purpose.
- A statement of the impact that the proposed sign will have on the streetscape and amenity of the area.
- One (1) A4 size plan showing the location of the signage, generally in accordance with the requirements of Plan 1.
- Details of the proposed sign(s) including the dimensions, colour, content and lettering style of the proposed sign(s).
- A statement on whether the sign is match-day, seasonal or permanent.
- Photographs showing the existing conditions at the site and the extent of signage within the immediate area.
- Where relevant, the location and size of any existing signage on the site, including details of the signs proposed to be removed or retained as part of the proposal.
- Where relevant, the structure of the sign and the method of support.
- Dates that signage will be affixed and removed, in conjunction with the sporting season and ground allocation.

22.15-5 Policy Reference

11/12/2008
C65

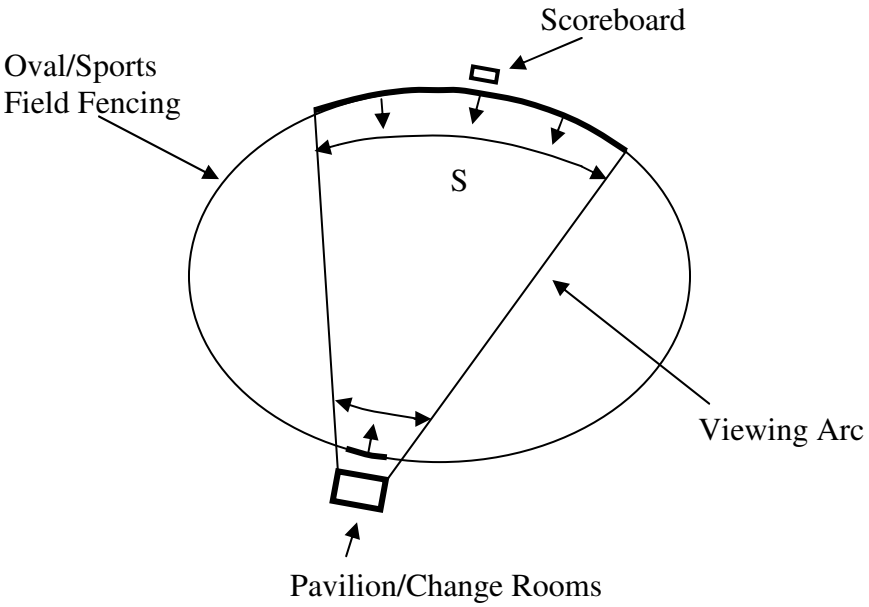
Maroondah Neighbourhood Character Study, Planisphere, 2004

Maroondah Habitat Corridors Strategy, Context Pty Ltd, 2004

Maroondah Open Space Strategy, @leisure, 2005

Maroondah Urban Design Framework, Michael Smith and Associates, 2006

PLAN 1: SPONSORSHIP ON COUNCIL RESERVES – INDICATIVE PREFERRED LOCATIONS

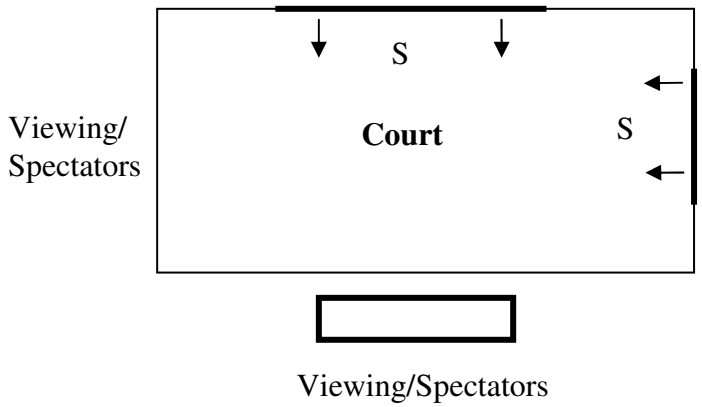


KEY

S - Section of fence most suitable for signage. Signs to face inside of playing area. Permanent or seasonal signage must not be visible from outside the reserve

NOTE

The locational criteria apply to tennis courts, lawn bowls and other relevant recreation facilities within the Council Reserve system



11/12/2008
C65

SCHEDULE TO THE PUBLIC PARK AND RECREATION ZONE

Public land	Use or development	Conditions
None specified		

Land	Advertising Sign Category
Ainslie Park, Ainslie Park Road, Croydon	Category 3
Barngeong Reserve, Bambra Street, Croydon	Category 3
Belmont Park, Belmont Road East, Croydon South	Category 3
Cheong Park, Eastfield Road, Croydon	Category 3
Croydon Bowls Club, Civic Square, Croydon	Category 3
Croydon Park, Mt. Dandenong Road, Croydon	Category 3
Dorset Park, Dorset Road, Croydon	Category 3
East Ringwood Reserve, Mt. Dandenong Road, Ringwood East	Category 3
Griff Hunt Reserve, Lyons Road, Croydon North	Category 3
H. E. Parker Reserve, Heathmont Road, Heathmont	Category 3
Heathmont Reserve, Canterbury Road, Heathmont	Category 3
Hughes Park, Maroondah Highway, Croydon North	Category 3
Jubilee Park, Greenwood Avenue, Ringwood	Category 3
Lipscombe Park, Plymouth Road, Croydon	Category 3
North Ringwood Reserve, Oban Road, Ringwood	Category 3
Peter Vergers Reserve, Oban Road, Ringwood	Category 3
Proclamation Park, Sylvia Street, Ringwood	Category 3
Quambee Reserve, Wonga Road, Ringwood North	Category 3
Silcock Reserve, Surrey Road, Croydon	Category 3
Town Park, Norton Road, Croydon	Category 3

APPENDIX 5. – Temporary advertising sign application permit

APPLICATION FOR PERMIT
Temporary Advertising Sign

Name of organisation: _____

Address of organisation: _____

Contact person name: _____

Contact address: _____

& phone no.: _____

Please tick ☐ to indicate preferred site/s (select 4 sites) - **maximum of two sites permitted** per **Maroondah organisation/event** in any calendar year will be allocated (subject to availability).

PLEASE NOTE:

THE ORGANISATION APPLYING MUST BE A NOT FOR PROFIT, PROMOTING A COMMUNITY ORGANISATION, OR CHARITY ONE OFF FUNCTION

Possible available sites for temporary advertising signs: Maximum size of sign - 2.4 x 1.8 M (8ft x 6ft**)**

- ☐ Cheong Park - Bayswater Rd/Eastfield Rd, Sth Croydon
- ☐ Croydon Rd/Lincoln Rd, Croydon - S.E. Corner
- ☐ Dorset Rd/Canterbury Rd, Nth Bayswater - S.W. Corner
- ☐ Dorset Rd/Lincoln Rd, Croydon - Council Reserve
- ☐ Heathmont Park - Canterbury Rd - opp. Great Ryrie St, Heathmont
- ☐ Maroondah Hwy/Croydon Rd, Croydon - S.E. Corner
- ☐ Maroondah Hwy/Dublin Rd, Ringwood - Council Reserve
- ☐ Maroondah Hwy, Croydon - opp. Kent Ave
- ☐ Maroondah Hwy/Mt Dandenong Rd, Ringwood - Fire Station side
- ☐ Tortice Drive/Warrandyte Road, Ringwood Nth - S.E. Corner

Type of event: _____ Date of event: _____
(e.g. Fete/Open Day/Trivia Night etc.)

Venue – name & location _____
(if applicable)

Preferred date/s for permit: _____
(max. of three weeks)

Real Estate Agents Name _____
& Phone Number (if sign being supplied by an agent)

Signed: _____ Dated: _____

Please forward completed form to Local Laws Department
Enquiries: Local Laws Department on Ph: 9294 5653 Fax: 9294 5634

APPENDIX 6. - Incident report form

(Form does not apply to Occupational Health and Safety / Staff Incidents)

Council Event/Service: _____

Location of Incident: _____

Date: _____ Time: _____

PART 1: INJURED PERSON DETAILS

Name: _____
(Surname) (First name)

Address: _____

Postcode: _____

Telephone: (Day) _____ (Mobile) _____

Date of birth: _____ (approx age if unknown)

Gender: MALE ☐ FEMALE ☐

Signature: (optional) _____ Date: _____

PART 2: WITNESS DETAILS ☐ **Participant** ☐ **Staff** ☐ **Public**

Name: _____
(Surname) (First name)

Address: _____

Postcode: _____

Telephone: (Business) _____ (Mobile) _____

(Home) _____

Signature: _____ Date: _____

PART 3: INCIDENT/ACCIDENT DETAILS

Description of occurrence, including sequence of events leading up to incident

_____

_____

_____

_____

_____

_____

_____

_____

First Aid provided: YES ☐ NO ☐

Name of First Aider: _____

Nature of injury and treatment (if provided): _____

_____

_____

_____

PART 4: PROPERTY DAMAGE (complete if there is property damage)

Item damaged: _____

Details: _____

If viewed, by whom: _____

Photos taken, and by whom: _____

PART 5: ACTION TAKEN

Describe any immediate action taken by staff: _____

_____

_____

ADDITIONAL COMMENTS

_____

_____

_____

Incident report completed by: _____

Signature: _____ Date: _____

PART 6: FORWARD To TEAM LEADER by next office business day

Incident Report to Team Leader: YES Date: _____

Copy of Incident Report to Risk Management: YES Date: _____

Received by Risk Management: (Date)_____

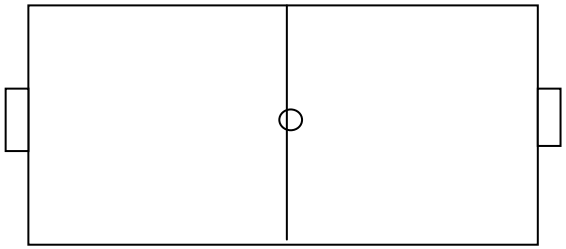
APPENDIX 7. - Sports ground maintenance request sheet

GROUND …….... INSPECTED BY..…….. DATE…….....

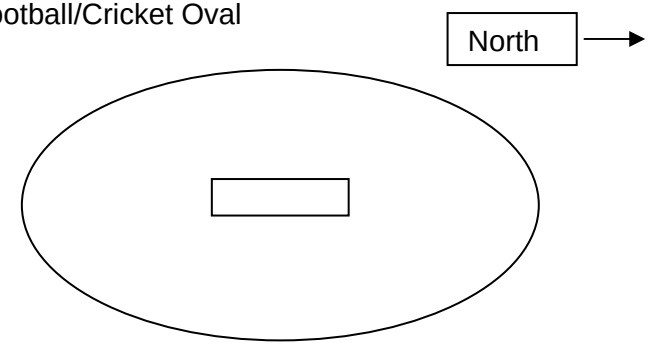
AREA	***COMMENTS/ ISSUES NOTED***
GROUND CONDITIONS (**ISSUES** ie. sprinkler heads exposed, pot holes on oval surface, goal posts crooked, etc)	
FENCING (**ISSUES** i.e. holes present, exposed area, etc)	
SURROUNDS	
OTHER	

Location of Issue:

Soccer Pitch



Football/Cricket Oval



Name:…….

Club:……..

Day Time Contact:…….

Mobile Number…….

Please fax this sheet to 9723 7009 by Midday Wednesday.

APPENDIX 8. - Sports grounds categories / ratings chart

Facility	Cat A	Cat B	Cat C	Turf Wickets
Ainslie Park			✓	
Arrabri Reserve			✓	
Barngeong Reserve # 1 Oval			✓	
Barngeong Reserve # 2 Oval			✓	
Barngeong Reserve # 3 Oval			✓	
Barngeong Reserve Baseball # 1 Field			✓	
Barngeong Reserve Baseball # 2 Field			✓	
Belmont Park			✓	
Cheong Park	✓			
Croydon Park	✓			✓
Dorset Reserve (east & west ovals)			✓	
Dorset Reserve (southern pitches)			✓	
Dorset Soccer Ground	✓			
East Ringwood Reserve #1 Oval	✓			
East Ringwood Reserve #2 Oval			✓	
Eastfield Park (Bensons Oval)			✓	
Fred Geale Oval	✓			✓
Glen Park			✓	
Gracedale Park			✓	
Greenwood Park			✓	
Griff Hunt Reserve # 1 Oval / Rugby Pitch	✓			
Griff Hunt Reserve # 2 Oval / Rugby Pitch	✓			
HE Parker Reserve # 1 Oval		✓		✓*
HE Parker Reserve # 2 Oval			✓	
Heathmont Reserve	✓			
Hughes Park	✓			
Jubilee Park # 1 Oval	✓			✓
Jubilee Park # 2 Oval		✓		✓*
Lipscombe Park			✓	
Manson Reserve # 1 Oval (fenced)		✓		
Manson Reserve #2 Oval (dog club side)			✓	
Manson Reserve # 3 (soccer pitches)			✓	
Mullum Mullum Reserve # 1 Oval	✓			
Mullum Mullum Reserve # 2 Oval			✓	
North Ringwood Reserve		✓		
Peter Verges Reserve			✓	
Proclamation Park (Baseball # 1 Field)		✓		
Proclamation Park (Baseball # 2 Field)			✓	
Proclamation Park (Cricket # 1 Field)			✓	

Facility	Cat A	Cat B	Cat C	Turf Wickets
Proclamation Park (Cricket # 2 Field)			✓	
Quambee Reserve # 1 Oval	✓			
Quambee Reserve # 2 Oval		✓		
Quambee Reserve # 3 Oval			✓	
Richard Silcock Reserve (northern)	✓			
Richard Silcock Reserve (southern)		✓		
Springfield Park Gridiron / Soccer Pitch			✓	
Town Park Interior of Athletics Track			✓	
Ringwood Soccer Pitch (Jubilee Park)	✓			

** NB. Turf wickets are maintained by the club/s allocated this ground*

APPENDIX 9. - Pavilion categories / ratings chart

Location	Cat A	Cat B	Cat C
Ainslie Park		✓	
Barngeong Reserve – Baseball Club Facility		✓	
Barngeong Reserve – Football Club Facility			✓
Belmont Park		✓	
Cheong Park	✓		
Croydon Park	✓		
Dorset Soccer	✓		
East Ringwood Reserve		✓	
Eastfield Park (Bensons Pavilion)		✓	
Eastfield Park – Pony Club Facility			✓
Glen Park		✓	
Griff Hunt		✓	
HE Parker – Pavilion		✓	
HE Parker - Netball Facility		✓	
Heathmont Reserve (AJ Lavis)	✓		
Hughes Park – Pavilion	✓		
Jubilee Park (RO Spencer)	✓		
Jubilee Park # 2		✓	
Manson Reserve – Pavilion		✓	
Mullum Mullum Reserve (WO Pratt)	✓		
Nth Ringwood Reserve	✓		
Proclamation Park – Athletics Rooms		✓	
Proclamation Park – Baseball Rooms		✓	
Quambee Reserve	✓		
Silcock Reserve – Soccer/Cricket		✓	
Silcock Reserve – Dog Club	✓		
Springfield Park	✓		
Town Park (Fred Geale Oval Pavilion)			✓
Town Park (Athletics Clubrooms)		✓	
Ringwood Soccer Pavilion (Jubilee Park)	✓		

APPENDIX 10. – Maroondah Key Policy & Key Issue Responsibility Acceptance Form 2012

MAROONDAH KEY POLICY 2012

Background

From time to time Maroondah City Council (**Council**) issues keys to Council buildings so those buildings can be used by sporting, cultural and other groups with the lawful authority of Council (**User Groups**). Where keys are lost, misplaced or simply not returned to Council then the security of the building is compromised for all future users of the building – unless Council rekeys the building. To rekey a building Council has to incur the cost of replacing all locks and reissuing keys to all current users. Rekeying a building will usually cost at least in the hundreds of dollars, but in some cases can cost in the thousands of dollars, depending on the number of locks and number of users.

If Council fails to maintain a robust and effective locking and security system for its buildings then it cannot guarantee the safety of those buildings and the valuable assets within them. In addition, such failure could void the insurance policies put in place by Council (covering the buildings and Council's contents) and tenants (covering the tenant's contents).

Intended effect of this policy

The intent of this Key Policy is to maintain the ongoing security of Council buildings by ensuring that any member of the public who accepts a Council key – whether on behalf of a User Group that has the authority of Council to use a Council building or otherwise – understands there is personal responsibility for:

1. the use of that key in accordance with this Key Policy;
2. the return of the key to Council at the end of their use of the Council building; and
3. the cost Council incurs if Council has to rekey a building and/or reissue a key or keys to the Use Group and other current users because a key is not returned to Council or is returned in a broken or unserviceable condition.

Legal terms and conditions Council keys are issued under

Any person taking possession of a Council key (**the key holder**) does so on the terms and conditions set out in this Key Policy. Where a key holder receives additional keys for use by others then the key holder remains responsible for all keys issued to them, unless and until they get the recipients of those other key holders to sign and return a completed 'Key Issue Responsibility Acceptance Form' that accompanies this Key Policy.

If a key holder holds a Council key on behalf of a User Group then this Key Policy makes the User Group responsible for the cost and any other consequences of any breach of this Key Policy by that key holder. If a key holder holds a Council key in a personal capacity and not on behalf of a User Group, then this Key Policy makes the key holder personally responsible for the cost and any other consequences of any breach of this Key Policy by that key holder.

Where the context permits or requires in this Policy the singular also means the plural. Any reference to a Council officer means that officer or equivalent and anyone acting in that role.

General terms

By taking possession of a Council key the relevant User Group and key holder acknowledge and agree:

1. All Council keys are and remain the property of Council at all times.
2. The User Group and key holder are granted a bare licence to hold and use the key for the purpose stated on the Key Issue Responsibility Acceptance Form completed by the User Group and key holder.

3. If no purpose for the use of a key is stated on the relevant Key Issue Responsibility Acceptance Form then the key may only be used at the times and for the purposes and uses (if any) authorised by Council. Such authorisation is contained in the Council lease, licence, hire agreement, seasonal allocation licence or similar that allows the User Group and key holder to use the Council building.

4. If the User Group ceases to operate or exist or the key holder ceases to be a member of the relevant User Group then all Council keys held by the User Group or key holder must immediately be returned to Council. Keys are not to be given to another member of the User Group as they may then, if not promptly returned to Council, be deemed to be lost. It is the responsibility of the User Group to return Council keys to Council.

5. The User Group and any key holder must present all Council keys to Council upon request by any Council employee who properly identifies themselves as such by producing their Council issued identity card. Any Council key must be immediately surrendered to Council's Facilities Management Coordinator upon request.

6. Council reserves the right to audit the Council keys issued to a User Group or any key holder at any point in time. The User Group must arrange and ensure each of its key holders and any individual key holder must produce all Council keys they hold at the time and place Council reasonably designates in writing[1], at no expense or cost to Council, to allow the keys to be audited. This will enable Council to physically verify that an individual key holder or all key holders from a User Group still have the Council key or keys issued to them.

Lost, stolen, misplaced, destroyed, broken or unserviceable Council keys

7. If a Council key is lost or stolen, misplaced, broken or unserviceable or otherwise no longer in the possession of the key holder, then the key holder must immediately contact Council's Facilities Management Coordinator or Facilities Management administration officer and inform them of this.

8. If a Council key is no longer required by the key holder for the purposes or uses authorised by Council or those authorised purposes and uses have expired, then the key holder must promptly return the key to Council's Facilities Management Coordinator or Facilities Management administration officer.

Consequences of failing to return a serviceable key to Council

In the following 4 clauses "produce" and "return to Council" mean produce to and return to Council's Facilities Management Coordinator or Council's Building Maintenance administration officer.

9. Any failure to produce a Council key for audit entitles Council to deem that the key or keys not produced have been lost with the consequence that the User Group or individual key holder who failed to produce the Council key accepts responsibility for the cost of Council rekeying the relevant building and reissuing Council keys to all users of that building.

10. If a key is lost, misplaced, stolen, destroyed or otherwise not returned to Council in accordance with this policy then the User Group or individual key holder accepts responsibility for the cost of Council rekeying the relevant building and reissuing Council keys to all users of that building.

[1] For User Groups, where practical, Council will try to schedule Council key audits to coincide with the next committee or other meeting of the User Group.

11. If a Council key is destroyed or returned to Council in a broken, damaged or unusable condition then the User Group or individual key holder accepts responsibility for the cost of Council replacing the Council key.

12. If a Council key is not promptly returned to Council at the end of the authorised use of the relevant Council building or that Council key then Council can deem the key lost and the User Group or individual key holder accepts responsibility for the cost of Council rekeying the relevant building and reissuing Council keys to all users of that building.

13. Where Council incurs cost due to a User Group or key holder failing to comply with this Key Policy then that cost becomes a debt due and payable by the User Group or the individual key holder to Council on written demand provided Council provides the User Group or individual key holder with reasonable evidence of the breach and the costs incurred by Council prior to or at the time of demand for payment. Reasonable evidence of breach for this purpose is evidence based on the balance of probabilities (not beyond reasonable doubt). This means Council is not required to obtain a court or tribunal order that the User Group or individual key holder has breached this Key Policy to be entitled to reimbursement of Council's costs.

Request for additional keys

14. If additional keys are required then these can be applied for by contacting Council's Building Maintenance administration officer and will be issued at the cost of the User Group (or Council department) with a note added to the relevant Key Issue Responsibility Acceptance Form that an additional key has been issued.

Protection of Council and tenant assets

15. If a key holder, while in, near or using a Council building, is witness to any unauthorised person entering or damaging a Council building or Council or tenant assets or equipment on the site, the key holder must immediately report the event to Victoria Police and then to Council's Facilities Management Coordinator.

Discretion in the application of this Key Policy

16. Council and its Facilities Management Co-ordinator, who administers this policy on behalf of Council, both have discretion as to how this Key Policy will be applied. Where a strict application of this policy would result in an unfair or unjust outcome then the application of this policy may be varied or the policy may be only partially applied. For example, if a key or keys were lost due to a key holder being affected by a natural disaster or their house burned down or similar then Council may choose not to rekey a building and may also choose not to seek to recover the cost of reissuing a key or keys to the key holder. Similarly, if a key holder died but the Council key or keys could not be found, then Council may choose to rekey a building and reissue keys but not recover the cost of having to do so from the relevant User Group.

Key Issue Responsibility Acceptance Form

This is a one page form that records which Council key has been issued to whom for what authorised uses and, where relevant, on behalf of which User Group. It is attached to this policy. It is the policy of Council not to issue any Council key to anyone who is not an employee of Council unless and until a Key Issue Responsibility Acceptance Form has been fully completed for that Council key or keys. Exceptions can be made to this policy in times of emergency, disaster or at the discretion of Council's Facilities Management Co-ordinator.

End of policy.

KEY ISSUE RESPONSIBILITY ACCEPANCE FORM

Key System: (Please circle the following) VY2500Q YV2260Q YV300Q M77 P911 RM1 Other: _____	
Key: (Eg. MMK3.16 OR 7.2R)	**Issue Number:** (Small number printed above key number)
First Name:	**Surname:**
Phone Number:	**Mobile Number:**
Email address:	
Company/Club Name (i.e. User Group):	**Department:**
Purpose Key may be used for: (to be completed by Council)	
Building associated with Key:	
Date Key Taken:	**Date Key Returned:**

Declaration/Acknowledgement:

I have read and understand the Maroondah City Council Key Policy. By signing this form and taking possession of a Maroondah City Council key or keys I and the User Group I am taking possession of the key(s) for both expressly agree to be bound by the Terms and Conditions of Council's Key Policy in relation to each and every Council key I received:

Signature and name of key holder: _____ Date: _____

PRINT Name of the key holder: _____

Signature of User Group President: _____ Date: _____

PRINT Name of President and User Group: _____

Please return this form to Maroondah Council's Facilities Manager Co-ordinator or Building Maintenance Administration Officer at Council's Lincoln Rd Depot

Address: 24-28 Lincoln Road Croydon 3136
Postal Address: P.O Box 156 Ringwood 3134
Email: building.maintenance@maroondah.vic.gov.au
Ph: 9294 5684 Fax: 9723 7039